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Date: 22 February 2019

Dear Sir/Madam

You are invited to the following meeting:

**Special Policy and Resources Committee**  
**Main Hall, Town Hall, Lerwick**  
**Tuesday 26 February 2019 at 10.30am**

Please note the venue for this meeting

Apologies for absence should be notified to Louise Adamson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: Steven Coutts  
Vice-Chair: Emma Macdonald

## **AGENDA**

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

## Items

1. 2019-20 Budget and Charging Proposals – Community Health and Social Care  
*F-007*
2. 2019-20 Budget and Charging Proposals – Policy and Resources Committee  
*F-015*
3. 5 Year Asset Investment Plan 2019-24  
*F-012*
4. Shetland Islands Council Budget Book 2019/20  
*F-006*



<b>Meeting(s):</b>	Policy & Resources Committee Shetland Island Council	26 February 2019 26 February 2019
<b>Report Title:</b>	2019/20 Budget and Charging Proposals – Community Health and Social Care Directorate	
<b>Reference Number:</b>	F-007	
<b>Author / Job Title:</b>	Jamie Manson, Executive Manager - Finance	

## 1.0 Decisions / Action required:

- 1.1 That the Policy and Resources Committee **RECOMMEND** to the Council that they approve the budget proposals for 2019/20 for Community Health and Social Care Directorate included in this report and set out in detail in the Budget Activity Summary (Appendix 2) and Schedule of Charges (Appendix 3), to be included in the overall SIC Budget Book;
- 1.2 That the Policy and Resources Committee **RECOMMEND** to the Council to approve a payment for 2019/20 to the Community Health & Social Care Partnership Integration Joint Board of £22.019m; and
- 1.3 **NOTE** the content of the Service Redesign Briefing (Appendix 4).

## 2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Policy and Resources Committee to consider the controllable budget proposals for the services within the Community Health and Social Care Directorate.
- 2.2 For financial year 2019/20 the Council proposes that a sum of £22.004m is allocated to the Shetland Islands Health and Social Care Partnership Integration Joint Board (IJB) for the delivery of social care services, with a further £0.015m allocated for external audit fees.
- 2.3 The proposed budget for 2019/20 for Community Health and Social Care Directorate is £23.282m, and the difference between these costs and the sum allocated to services, above, is £1.278m. The Council expects to receive this sum from the IJB, made available from funding it receives via NHS Shetland. The IJB retains £0.015m for external audit fees, which means that there is a net income to the Council of £1.263m.
- 2.4 A core element of the governance arrangements for the IJB is the approval of its Strategic Plan 2019-22. This will inform the Council how the anticipated sum receivable from the IJB in 2019/20 of £23.282m will be used to achieve the Strategic Plan objectives. If the IJB chooses to do so, then it may comment on the

allocation of funding made by the Council for the delegated functions and where these comments are of significance then a further report to the Committee will be required.

- 2.5 Appendices 1 and 2 of this report show the proposed budgets for 2019/20 reconciled by Committee and by activity, and Appendix 3 details the proposed schedule of charges which have been incorporated into the proposed budgets.

### **3.0 Corporate Priorities and Joint Working:**

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget, and is living within its means; and that the Council continues to pursue a range of measures which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.
- 3.2 Despite the work done so far, sustainability in particular is extremely challenging at this time with reducing Scottish Government funding being the trend since 2011/12. It is expected that this will continue while the UK and Scottish Governments seek to balance their budgets and prioritise their spending.

### **4.0 Key Issues:**

- 4.1 The budget has been prepared taking account of the following:
- estimated pay award of 3%;
  - pension contributions remaining at the 2018/19 level of 20.8%;
  - income being increased on average by 2.98% in line with inflation;
  - reduced government funding and additional burdens.

The Director of Community Health and Social Care has developed his budget proposals, as shown in the table below:

Budget Position	Community Health & Social Care Services £000	Integration Joint Board Contribution £000	Community Health & Social Care Net Budget £000
2019/20 Target	23,050	(1,316)	21,734
Growth and/or Income Reduction	346	38	384
Savings and/or New Income Generation)	(114)	-	(114)
2019/20 Proposed Service Budget	23,282	(1,278)	22,004
SIC 50% contribution to IJB Running Costs	-	15	15
2019/20 Proposed Budget	23,282	(1,263)	22,019

## 4.2 Growth

Growth (over £50k)	Community Health and Social Care Services £000
Removal of Mental Health Savings target	121

4.2.1 The Director of Community Health and Social Care included a saving proposal in relation to a review of mental health services in the 2018/19 budget. The review identified £79k employee cost savings which have been incorporated in the 2019/20 budget. The remaining unachieved savings target of £121k has been removed.

## 4.3 Income Loss

List of Income Loss Items (over £50k)	Community Health and Social Care Services £000
Reduction in Shetland Charitable Trust Funding for the Rural Care Model.	168

4.3.1 Shetland Charitable Trust have made a staged reduction to their funding of the Rural Care Model, over a 5 year period from 2015/16 to 2019/20. The income loss above, represents the final advised reduction of £105k, in addition to the impact of no inflationary uplift being applied to the 2018-19 grant allocation of £2.092m as expected in the Medium Term Financial Plan.

## 4.4 Savings

List of Savings	Community Health & Social Care Directorate £000
Reduction in staff travel costs as a result of Spend to Save project to provide 30 vehicles for use by care at home employees (£64k), in addition to other mileage cost reduction identified based on review of current service provision (£27k)	91

- 4.5 Appendix 1 sets out a reconciliation showing how the Council's overall budget proposals for the services within the Directorates are aligned to the remit of the Committees. In addition to Community Health and Social Care service budgets, there are further centrally controlled budgets i.e. maintenance costs, energy costs, which are managed by other Directorates that make up the total cost of Community Health and Social Care, as delegated to the IJB.

	£000
Community Health and Social Care Service budget (as per Appendix 1)	22,028
Centrally-controlled budget, managed by other Directorates	1,254
Total proposed budget for Community Health and Social Care to be delegated to the IJB	23,282

- 4.6 Appendix 2 sets out the 2019/20 budget by activity. For comparison purposes the 2019/20 budget target has also been included, and the change in full-time equivalent staff numbers.

- 4.7 The proposed charges included in the budget proposals for the Community Health and Social Care Directorate is attached as Appendix 3, and will be included in the overall SIC Budget Book.

- 4.8 An update on the Service Redesign Programme for Community Health and Social Care Directorate is attached as Appendix 4.

- 4.9 The Scottish Government provides additional funding for Integration Authorities to support Health and Social Care as part of the annual baseline funding allocations made to NHS Boards. The Council proposes to adjust its allocation to the IJB by £1.278k in 2019/20 as per 4.1. Appendix 5 provides further detail on how this figure is derived.

- 4.10 The Scottish Government initially allocated £160m in its 2019/20 funding settlement to local authorities for Health and Social Care. It is estimated that the Shetland Islands Council's share of this funding will be £631k. The funding is expected to be used to continue investment in Integration, including Carers' Act implementation, the introduction of free personal care for under 65s and for school counselling services, as detailed in Appendix 5. Local Authorities were initially asked to demonstrate that their 2019/20 budgets were increased by at least their proportion of the £160m, based on 2018-19 recurrent budgets.

- 4.11 The second draft funding settlement from the Scottish Government amended the required budget uplift, stating they would:

"Continue to provide an earmarked £160 million from the Scottish Government for health and social care investment to support social care and mental health services – including those under the direction of integration Authorities – whilst, as part of this package, allowing local authorities the flexibility to offset their adult social care allocations to Integration Authorities in 2019-20 by 2.2% compared to 2018-19, i.e., by up to £50 million across all local authorities to help them manage their own budgets."

On the basis of the above, recurrent budgets must show an estimated increase of £386k in 2019/20. Demonstration of how this is calculated and achieved is contained in Appendix 5.

- 4.12 The Council is complying with the Scottish Government funding conditions as set out at 4.10 and 4.11, demonstrating growth of £1.212m in the Community Health and Social Care Directorate budgets it proposes to delegate to the IJB in 2019/20. This exceeds the required increase to the delegated budget by £826k.
- 4.13 During the budget setting process some further cost pressures were identified which it is proposed will be budgeted for within the Council Cost Pressures and Contingency Budget. The cost of these items is less certain, but an estimation has been made of the expected costs and the follow sums will be set aside;

	£000
Increased cost of Off-Island Placements due to inflation and additional packages	154
Estimated increase in Self-Directed Support packages	89
Estimated increase in Commissioned Services	43
Estimated cost of Free Personal Care for under 65s (Frank's Law)	100
<b>Total costs to be provided for in Corporate Cost Pressures and Contingency Budget</b>	<b>386</b>

## **5.0 Exempt and/or confidential information:**

5.1 None

## **6.0 Implications :**

<b>6.1 Service Users, Patients and Communities:</b>	The proposed budgets ensure that there is no anticipated reduction in service for users and communities.
<b>6.2 Human Resources and Organisational Development:</b>	All budget proposals with staffing implications will be actioned in line with relevant Council policies and with HR advice.
<b>6.3 Equality, Diversity and Human Rights:</b>	None arising from this report.
<b>6.4 Legal:</b>	Under Section 95 of the Local Government (Scotland) Act 1973, there is a requirement for each local authority to make arrangements for the proper administration of their financial affairs. That officer in Shetland Islands Council is the Executive Manager – Finance responsible for the presentation of budget proposals as part of appropriate financial management arrangements. Under s93 of the Local Government Finance Act 1992 the Council is required to set the Council Tax for the financial year.

	<p>The proposals in this report are consistent with the Public Bodies (Joint Working) (Scotland) Act 2014 and the Integration Scheme for Shetland's IJB.</p>
<b>6.5 Finance:</b>	<p>The services under the remit of this Directorate of Community Health and Social Care have presented budget proposals for 2019/20 that amount to £23.282m, which is an increase over the target for 2019/20 of £0.270m.</p> <p>This is due to growth of £384k as a result of inflationary uplift in some costs and the removal of the unachieved Mental Health savings target, in addition to a reduction in funding awarded from Shetland Charitable Trust, off-set by additional income generation and proposed mileage savings, totalling (£114k).</p> <p>The value of these budget proposals, cumulative with other Committee budget proposals, are greater than the combined funding sources of Council Tax and Scottish Government Grant therefore the Council uses returns on its investments and reserves to balance the budget. Year on year reductions in Government funding and rising costs result in the value of returns and reserves used annually by the Council being unaffordable over time. The Council will have to decide in the short-term the changes that it will implement in the medium term to resolve this unsustainability.</p> <p>It is proposed that the sum of £22.004 is allocated to the Shetland Islands Health and Social Care Partnership Integration Joint Board (IJB) from the Council (as per 4.1 above) for the delivery of social care services, with a further £0.015m allocated for external audit fee.</p> <p>The Scottish Government have allocated additional funding for Social Care within its 2019/20 settlement. There is a requirement to ensure that the budgets for Community Health and Social Care Directorate are increased recurrently above the approved 2018/19 budget as per Scottish Government direction. This has been demonstrated (as per 4.12 above).</p> <p>In addition to the proposed budget, the Council also proposes to set-aside £386k in its Corporate Cost Pressures and Contingency Budget for additional costs, which at this time are less certain.</p>
<b>6.6 Assets and Property:</b>	<p>None arising from this report.</p>
<b>6.7 ICT and new technologies:</b>	<p>None arising from this report.</p>
<b>6.8 Environmental:</b>	<p>None arising from this report.</p>



<b>6.9 Risk Management:</b>	<p>There are numerous risks involved in planning the delivery of services for the future and the awareness of these risks is critical to successful budgeting, as assumptions are required.</p> <p>These budgeted assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main budget risks for services reporting to this Committee are:</p> <ul style="list-style-type: none"> <li>• Increased demand for care services as a result of changing demographic of Shetland's population;</li> <li>• Unexpected demand for care services which may be costly depending on circumstances;</li> <li>• The level of charging income received can vary significantly as it is dependent on the individual financial circumstances of those in care at any time. This is further impacted by legislation which states that charges should be waived where they are for the benefit of carers, or which relate to period of re-ablement;</li> <li>• The impact of Franks Law, which will see the introduction of free personal care charges for under 65s;</li> <li>• Reduction to funding to support Rural Care Model;</li> <li>• Difficulty in attracting and retaining qualified care staff.</li> </ul> <p>These risks are mitigated by using a realistic approach and the most up-to-date information when setting the budget. Also, the inclusion in the overall Council budget of a corporate cost pressure and contingency budget to support cost pressures where the value is uncertain and unexpected additional costs.</p> <p>A strong balance sheet and the availability of usable reserves ensure that the Council is prepared for other significant unforeseen events.</p>	
<b>6.10 Policy and Delegated Authority:</b>	<p>The Policy and Resources Committee has delegated authority to advise the Council in the development of service, objectives, policies and plans concerned with service delivery. Approval of the revenue budget requires a decision of Council, in terms of Section 2.1.3 of the Council's Scheme of Administration and Delegations.</p>	
<b>6.11 Previously considered by:</b>	n/a	n/a

**Contact Details:**

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**Appendices:**

Appendix 1 - 2019/20 Reconciliation of Directorates' Proposed Budgets to Committees\*

Appendix 2 - 2019/20 Budget Proposals by Activity – Community Health and Social Care Directorate

Appendix 3 - 2019/20 Schedule of Charges – Community Health and Social Care  
Directorate

Appendix 4 – Service Redesign Briefing – Community Health and Social Care Directorate

Appendix 5 – 2019/20 Scottish Government Additional Funding for Health and Social Care

## 2019-20 Reconciliation of Directorates' Proposed Budgets to Committees

Directorate	Development Committee £000	Education & Families Committee £000	Environment & Transport Committee £000	Policy & Resources Committee £000	Shetland College Board £000	Total £000
Executive & Corporate Services				12,596		12,596
Children's Services		44,588				44,588
Health & Social Care				22,028		22,028
Integration Joint Board				(1,263)		(1,263)
Development Services	6,912	357	6,696	-	(321)	13,644
Infrastructure Services			22,444			22,444
<b>TOTAL</b>	<b>6,912</b>	<b>44,945</b>	<b>29,140</b>	<b>33,361</b>	<b>(321)</b>	<b>114,037</b>



**2019-20 BUDGET ACTIVITY SHEET**  
**Community Health and Social Care Directorate**

**F-007 Appendix 2**

Key: Red = new service  
Amber = demand/cost pressure growth  
Green = no material change

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Red Amber Green
Health and Social Care Integration Plans	Mental Health	People will be supported to look after and improve their own health and well-being, helping them to live in good health for longer	13.92	13.92	(0.00)	576,353	592,883	(16,530)	No material change
Health and Social Care Integration Plans	Substance Misuse	Our integrated services will be providing the services we need in a more efficient way, improving standards of care and keeping people healthier for longer	0.00	0.00	0.00	185,349	179,594	5,755	No material change
Health and Social Care Integration Plans	Directorate	Our staff will have the highest possible standards of leadership and management, helping to create a culture that makes sure we achieve the things set out in this plan.	3.32	3.72	(0.40)	716,291	957,082	(240,791)	Anticipated increase in waived charges and re-allocation of budget to recognise Mental Health savings of £79k. Remaining £121k savings target removed.
Health and Social Care Integration Plans	Pensioners	N/A Statutory provision	0.00	0.00	0.00	79,845	79,845	0	No material change
Health and Social Care Integration Plans	Adult Services	Older people and people living with disabilities (including learning disabilities) or long term conditions will be getting the services they need to help them live as independently as possible	131.54	131.80	(0.26)	5,484,248	5,464,576	19,672	No material change
Health and Social Care Integration Plans	Adult Social Work	More people will be able to get the direct payments and personal budgets that they want, so they can make the best choices for their own lives	27.48	28.24	(0.76)	3,013,109	2,992,639	20,470	No material change
Health and Social Care Integration Plans	Community Care Resources	Older people and people living with disabilities (including learning disabilities) or long term conditions will be getting the services they need to help them live as independently as possible	383.32	387.76	(4.44)	11,509,376	11,542,901	(33,525)	No material change
Health and Social Care Integration Plans	Criminal Justice	The needs of the most vulnerable and hard-to-reach groups will be identified and met, and services will be targeted at those that need them most	6.97	6.97	(0.00)	36,188	38,842	(2,654)	No material change

**2019-20 BUDGET ACTIVITY SHEET**  
**Community Health and Social Care Directorate**

**F-007 Appendix 2**

Key: Red = new service  
 Amber = demand/cost pressure growth  
 Green = no material change

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Red Amber Green
Allied Health Professionals	Occupational Therapy	Increased use of technology will be helping us provide care for the most vulnerable and elderly in our community	16.68	16.55	0.13	1,449,573	1,433,707	15,866	No material change

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Directorate	Service	Director or Executive Manager	Activity	Charge	Unit	2018/19 Charge £	2019/20 Charge £	Variance %
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram	Social Work Establishments	Permanent residents - all establishments - single room	per week	1198	1293	7.93%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Temporary residents - all establishments - single room	per week	284	292	2.82%
Community Health & Social Care	Adult Services	Simon Bokor-Ingram		Supported Living - Supported Living Service	per week	56.2	57.3	1.96%
Community Health & Social Care	Adult Services	Simon Bokor-Ingram		Supported Living transition experience flat (Ended in 2018/19)	per night	11	0	-100.00%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Personal care charge (under 65s)	per hour	18.34	18.97	3.44%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Domestic home care charge	per hour	13.68	14.15	3.44%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Day care attendance charge	per day	5	5	0.00%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Day care meal charges	per meal	6	6.20	3.33%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Meals on wheels	per meal	6	6.20	3.33%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Community alarm response service	per week	1.3	1.45	11.54%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Social Work premises - room hire rate (additional charge for tea/coffee/biscuits)	per hour	11	11.25	2.27%
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram	CrossReach	Negotiated price inclusive of enhancements for all client groups		1048.19	1081.17	3.15%
Community Health & Social Care	Mental Health	Simon Bokor-Ingram	Mainland Placements	Negotiated price will be on an individual basis in line with COSLA's benchmark figures		negotiable	negotiable	-
Community Health & Social Care	Adult Social Work	Simon Bokor-Ingram	Direct Payment Rates	Personal care	per hour	18.34	18.97	3.44%
Community Health & Social Care	Adult Social Work	Simon Bokor-Ingram		Domestic tasks per hour (including laundry and meal preparation)	per hour	13.68	14.15	3.44%
Community Health & Social Care	Adult Social Work	Simon Bokor-Ingram	Self Directed Support	Contribution to additional transport		variable		-
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram	Social Work Establishments	NHS funding		variable		-
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		NHS recharge - recharge of staff time to NHS		variable		-
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Resource transfer		variable		-
Community Health & Social Care	Community Care Resources	Simon Bokor-Ingram		Rebate		variable		-
Community Health & Social Care	Occupational Therapy	Simon Bokor-Ingram	Occupational Therapy	Charge to RNIB for Vision Support Service		variable		-
Community Health & Social Care	Criminal Justice	Simon Bokor-Ingram	Offender Services	Recharge travel costs etc.		variable		-
Community Health & Social Care	Criminal Justice	Simon Bokor-Ingram		Recharge of paint & materials		at cost		-
Community Health & Social Care	Adult Services	Simon Bokor-Ingram	Adult Services	ILP - Rudda Park - recharge monthly property bills	per month	variable		-





## **Community Health and Social Care redesign programme briefing**

The redesign projects contained in this briefing are specific to social care, and are contained within the Councils Redesign Programme.

There are four redesign projects:

### **1. Learning Disability Services.**

Project scope: To review the Council funded service for adults with learning disability, autism and complex needs, and to include unpaid carers in the project.

Project purpose: ensure fair and equitable access to resource and service where eligible need has been assessed; ensure sustainable resource and service delivery in an area of demographic rise; and consider support for adults with assessed need not related to LD (e.g. acquired brain injury).

Desired outcome: Arrangements that meet eligible need; reduce inequality; support people to maintain and improve their own health and wellbeing and quality of life; meet base value objectives.

Financial consequences: To meet need and improve outcomes without growth in budget. The demographics mean that the client base is growing, and is predicted to continue growing over time.

Progress position: The first area of service being examined is short breaks and respite. The work has started. Families and users of the service have engaged with a facilitator over two pre-arranged sessions. Project Board meeting frequently to maintain pace. Next Project Board meeting will consider the outputs from the facilitated sessions.

### **2. Mental Health Services.**

Project scope: To review and redesign the Council funded community mental health support services, provided from Annsbrae.

Project purpose: ensure that the service is effective, and that need is being appropriately met.

Desired outcome: reduce cost; more appropriate service provision leading to better outcomes for individuals and less reliance on services.

Financial consequences: £79K savings were identified through the review, which initially sought to find £200k. The remaining £121k unachieved savings target has been removed.

Progress position: an extensive piece of work has been carried out, which reported to the IJB- link below:

(<http://www.shetland.gov.uk/coins/viewSelectedDocument.asp?c=e%97%9De%92r%7E%87>)

### **3. Community Care Resources.**

Project scope: to review how services are delivered across residential and care at home services for predominantly older people.

Project purpose: to support early intervention and preventative services; to further develop the objective of enabling people to live in their own home for as long as it is safe to do so.

Desired outcome: sustainable services across Shetland supporting people to be independent and able to live at home in the community.

Financial consequences: to restrict growth; to release cash savings; to cap future growth.

Progress position: Review completed. Strategic Outline Case presented to CMT. Investment required to transition from one model of delivery to a new state. Individual business cases being prepared for tests of change. Total investment sought is circa. £600k, to support tests of change, applications for funding are to be progressed.

#### **4. Community Area Structures.**

Project scope: to establish locality focus across Shetland.

Project purpose: to strengthen the cohesiveness of locality working across Shetland between health and social care, and to draw in the necessary enablers to support individuals to remain living in their communities.

Desired outcome: sustaining people to continue living in their communities and in their own homes.

Financial consequences: to support release of cash savings in services; to cap future growth.

Progress position: each locality has established multi-disciplinary ways of working, with regular case review meetings to support individual residents to remain in their communities. Work was undertaken within the Directorate management team to review options for localities, with the test of change being a challenge to localities to establish their working arrangements. This project underpins a number of initiatives where success will rely on a team approach and shared common goals, while recognising the uniqueness of each locality.

**Simon Bokor-Ingram**

**Director Community Health and Social Care**

**29<sup>th</sup> January 2019**

## 2019/20 Scottish Government Additional Funding for Health and Social Care

### Scottish Government Funding for Integration Authorities via NHS

- 5.1 In the first years of Integration, the Scottish Government provided additional funding for Integration Authorities in support of health and social care through a baseline transfer to NHS Boards of £355m. This funding is now established recurrently within NHS annual funding allocations. Government direction in respect of this funding stated that local authorities could adjust their allocation to the IJB by a proportion of this funding, recognising the shift in the balance of care from health to social care services. The remainder of the funding was allocated by the IJB to specific projects to further the objectives of Integration.
- 5.2 The table below sets out the overall proposed utilisation of the Shetland share of this funding in 2019/20:

Funding Allocation	Adjustment to SIC allocation to IJB  £000	Specific Integration Project Funding (SIC)  £000	Specific Integration Project Funding (NHSS)  £000	Total Scottish Government Additional Funding  £000
2016/17 Original allocation	£512	£426k	£86	£1,024
2017/18 Original allocation	£340	-	-	£340
Established Annual Additional Funding for IJB (paid via NHSS)	£852	£426k	£86	£1,364

The Council expects to receive additional funding for the following projects in 2019/20:

Increased demand for Self-Directed Support packages - £348k; and  
Hospital Discharge Liaison - £78k.

The Council proposes to adjust its allocation to the IJB by £1.278k in 2019/20.

### Scottish Government Funding for Health and Social Care via Local Authorities

- 5.3 The Scottish Government provided in its 2018/19 funding settlement for an additional £66 million to support additional investment in social care in recognition of a range of pressures local authorities were facing, including the implementation of the Carers (Scotland) Act 2016, maintaining commitment to the Living Wage (including sleepover payments) and an increase in the Free Personal and Nursing Care payments. This represented an allocation of £260k

to the Council, which was included within the overall settlement. The funding was not ring-fenced.

- 5.4 In 2019/20, further additional funding of £160m has been allocated to Health and Social Care and Mental Health. The Council has not yet received full confirmation of its own share of the total additional funding for 2019/20, but has estimated the individual elements as follows:

	Scottish Government Advised Overall Allocation	Estimated Shetland Share
Continued Investment in Integration	£108m	£421k
Extend Free Personal Care for under 65s	£30m	£123k
Continued Implement of Carers (Scotland) Act 2016	£10m	£39k
Advised Funding share (IJB Delegated budgets)	£148m	£583k
School Counselling Services*	£12m	£48k
<b>Total Estimated Funding share</b>	<b>£160m</b>	<b>£631k</b>

\*estimated at 0.4% of overall funding allocation.

- 5.5 It should be noted that childrens' social work services are not delegated to the IJB, so School Counselling Services do not form part of the delegated budget.
- 5.6 The Scottish Government initially indicated that local authorities must demonstrate that their 2019/20 budget were increased by at least their proportion of the £160m based on 2018-19 recurrent budgets, however the second draft funding settlement amended the required budget uplift, stating they would:

“Continue to provide an earmarked £160 million from the Scottish Government for health and social care investment to support social care and mental health services – including those under the direction of integration Authorities – whilst, as part of this package, allowing local authorities the flexibility to offset their adult social care allocations to Integration Authorities in 2019-20 by 2.2% compared to 2018-19, i.e., by up to £50 million across all local authorities to help them manage their own budgets.”

- 5.7 Based on the above, the required uplift in 2019/20 Community Health and Social Care Directorate Budget to be delegated to the IJB, is calculated at £386k, as per the below table:

	Scottish Government Advised Overall Allocation	Estimated Shetland Share
Advised Funding share (IJB Delegated budgets) as 5.4	£148m	£583k
Allowed off-set of adult social care allocation to IJB	(£50m)	(£197k)
Require uplift in 2019/20 Budgets	£98m	£386k

5.8 The table below explains the proposed growth in the Community Health and Social Care Directorate Budget in 2019/20:

Budget Position	Community Health & Social Care Services £000	Integration Joint Board Contribution £000	Community Health & Social Care Net Budget £000
<b>Budget 2018/19</b>	<b>22,270</b>	<b>(1,263)</b>	<b>21,007</b>
Savings target applied: Mental Health	(200)		(200)
<b>Revised Budget 2018/19 (Allocation to IJB)</b>	<b>22,070</b>	<b>(1,263)</b>	<b>20,807</b>
<b>Employee costs growth</b>			
Pay uplift applied – 2018/19 estimated increase	122		122
Pay uplift applied – 2019/20 estimated increase	711		711
Increase cost of sleep ins	184		184
Increase pension costs due	77		77
Long Service Awards	29		29
Minor staffing cost changes	(98)		(98)
<b>Other Expenditure growth</b>			
Remove Mental Health unachieved savings target	121		121
Carers implementation & waived charges increase	58		58
Requested inflationary uplift in Commissioned Services	9		9
Misc expenditure growth	38		38
<b>New Income (Generation)/Loss</b>			
Shetland Charitable Trust Funding reduction	105		105
Criminal Justice ring-fenced grant reduction	7		7
Meals income reduction	14		14

Charging income increase	(87)		(87)
<b>Savings</b>			
Mileage savings anticipated	(78)		(78)
<b>2019/20 Proposed Service Budget</b>	<b>23,282</b>	<b>(1,263)</b>	<b>21,019</b>
<b>Overall Proposed Budget increase</b>	<b>1,212</b>	<b>-</b>	<b>1,212</b>
Required increase (as per 5.7)	(386)		(386)
<b>Council allocation in excess of Government requirements</b>	<b>826</b>	<b>-</b>	<b>826</b>



<b>Meeting(s):</b>	Policy & Resources Committee Shetland Island Council	26 February 2019 26 February 2019
<b>Report Title:</b>	2019/20 Budget and Charging Proposals – Policy and Resources Committee	
<b>Reference Number:</b>	F-015-F	
<b>Author / Job Title:</b>	Jamie Manson, Executive Manager - Finance	

### 1.0 Decisions / Action required:

That the Policy and Resources Committee:

- 1.1 **RECOMMEND** to Council that they approve the budget proposals for 2019/20 included in this report and set out in detail in the Budget Activity Summary (Appendix 2) and Schedule of Charges (Appendix 3) to be included in the Overall SIC Budget Book.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Policy and Resources Committee to consider the controllable budget proposals for the services within the Committee's remit.
- 2.2 The proposed budget for 2019/20 for Executive and Corporate Services reporting to this Committee is £11.208m and the proposed budget for Fund Manager Fees is £1.387m.
- 2.3 Appendices 1 and 2 of this report show the proposed budgets for 2019/20 reconciled by Committee and by activity, and Appendix 3 details the proposed schedule of charges which have been incorporated into the proposed budgets.

### 3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget, and is living within its means; and that the Council continues to pursue a range of measures which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.
- 3.2 Despite the work done so far, sustainability in particular is extremely challenging at this time with reducing Scottish Government funding being the trend since 2011/12. It is expected that this will continue while the UK and Scottish Governments seek to balance their budgets and prioritise their spending.

## 4.0 Key Issues:

- 4.1 The budget has been prepared taking account of the following:
- estimated pay award of 3%;
  - pension contributions remaining at the 2018/19 level of 20.8%;
  - income being increased on average by 2.98% in line with inflation;
  - reduced government funding and additional burdens.

The Director of Corporate Services and Executive Manager – Executive Services have developed their budget proposals, as shown in the table below:

Budget Position	Executive & Corporate Services £000	Fund Manager Fees £000
2019/20 Target	11,085	1,387
Growth and Income Reduction	167	0
New Income Generation	(44)	0
2019/20 Proposed Budget	11,208	1,387

### 4.2 Growth and Income Reduction

List of Growth and Income Reduction Items (over £50k)	Executive & Corporate Services £000
Capital Programmes – Viewforth Income Reduction	100
Human Resources – Relocation Costs	53

#### 4.2.1 Explanations of growth and income reduction items:

- Lease arrangement for Viewforth ending has resulted in a loss of income and a transfer of costs to the Council. The use of this property is being reviewed as part of the revised Asset Strategy for the Council which will be presented to Council in June 2019.
- Increased relocation expenses budget in line with actual spending levels in previous years. This was formerly met from the contingency budget.

### 4.3 New Income Generation

Executive & Corporate Services have identified £44k of new income generation, this is detailed in the table below:

List of Savings	Executive & Corporate Services £000
ICT – Contract to supply ICT services	44



4.4	The Director of Corporate Services and Executive Manager – Executive Services have included new income generation:	
	<ul style="list-style-type: none"> <li>An increase in agency charges income following the start of a new contract to supply ICT support to an external organisation.</li> </ul>	
4.5	Appendix 1 sets out a reconciliation showing how the Council's overall budget proposals for the services within the Directorates are aligned to the remit of the Committees.	
4.6	Appendix 2 sets out the 2019/20 budget by activity. For comparison purposes the 2019/20 target has also been included, and the change in full-time equivalent staff numbers.	
4.7	The proposed charges included in the budget proposals for the Executive & Corporate Services Directorate is attached as Appendix 3.	
4.8	The budget and charging proposals will be included in the overall SIC Budget Book.	
<b>5.0</b>	<b>Exempt and/or confidential information:</b>	
5.1	None	
<b>6.0</b>	<b>Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	The proposed budgets ensure that there is no anticipated reduction in service for users and communities.	
<b>6.2 Human Resources and Organisational Development:</b>	All budget proposals with staffing implications will be actioned in line with relevant Council policies and with HR advice.	
<b>6.3 Equality, Diversity and Human Rights:</b>	None arising from this report.	
<b>6.4 Legal:</b>	Under Section 95 of the Local Government (Scotland) Act 1973, there is a requirement for each local authority to make arrangements for the proper administration of their financial affairs and to secure that the proper officer of the authority has responsibility for the administration of those affairs. That officer in Shetland Islands Council is the Executive Manager – Finance responsible for the presentation of budget proposals as part of appropriate financial management arrangements. Under s93 of the Local Government Finance Act 1992 the Council is required to set the Council Tax for the financial year.	
<b>6.5 Finance:</b>	The services under the remit of this Committee have presented budget proposals for 2019/20 that amount to £11.208m, which is an increase over the target for 2019/20 of £0.123m. In addition	

	<p>a budget of £1.387m is proposed for Fund Manager Fees, which is in line with the target. This is due mainly to income reduction.</p> <p>The value of these budget proposals, cumulative with other Committee budget proposals, are greater than the combined funding sources of Council Tax and Scottish Government Grant therefore the Council uses returns on its investments and reserves to balance the budget. Year on year reductions in Government funding and rising costs result in the value of returns and reserves used annually by the Council being unaffordable over time. The Council will have to decide in the short-term the changes that it will implement in the medium term to resolve this unsustainability.</p>
<b>6.6 Assets and Property:</b>	None arising from this report.
<b>6.7 ICT and new technologies:</b>	None arising from this report.
<b>6.8 Environmental:</b>	None arising from this report.
<b>6.9 Risk Management:</b>	<p>There are numerous risks involved in planning the delivery of services for the future and the awareness of these risks is critical to successful budgeting, as assumptions are required.</p> <p>These budgeted assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main budget risks for services reporting to this Committee are:</p> <ul style="list-style-type: none"> <li>• Creating and retaining capacity to deliver on the medium term objectives of the Council's service redesign programme, while at the same time managing the day to day operations on behalf of customers and the Council. There is a risk that reducing capacity will adversely impact on the transformation programme which is a key priority for the Directorate in 2019/20 and beyond.</li> </ul> <p>These risks are mitigated by using a realistic approach and the most up-to-date information when setting the budget.</p> <p>The inclusion in the overall Council budget of a corporate cost pressure and contingency budget to support unexpected additional costs and a strong balance sheet and the availability of usable reserves ensure that the Council is prepared for other significant unforeseen events.</p>
<b>6.10 Policy and Delegated Authority:</b>	The Policy and Resources Committee has delegated authority to advise the Council in the development of service, objectives, policies and plans concerned with service delivery.

	Approval of the revenue budget requires a decision of Council, in terms of Section 2.1.3 of the Council's Scheme of Administration and Delegations.	
<b>6.11 Previously considered by:</b>	n/a	n/a

**Contact Details:**

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7 February 2019

**Appendices:**

Appendix 1 - 2019/20 Reconciliation of Directorates' Proposed Budgets to Committees\*

Appendix 2 - 2019/20 Budget Proposals by Activity – Executive and Corporate Services

Appendix 3 - 2019/20 Schedule of Charges – Executive and Corporate Services



## 2019-20 Reconciliation of Directorates' Proposed Budgets to Committees

Directorate	Development Committee £000	Education & Families Committee £000	Environment & Transport Committee £000	Policy & Resources Committee £000	Shetland College Board £000	Total £000
Executive & Corporate Services				12,596		12,596
Children's Services		44,588				44,588
Health & Social Care				22,028		22,028
Integration Joint Board				(1,263)		(1,263)
Development Services	6,912	357	6,696		(321)	13,644
Infrastructure Services			22,444			22,444
<b>TOTAL</b>	<b>6,912</b>	<b>44,945</b>	<b>29,140</b>	<b>33,361</b>	<b>(321)</b>	<b>114,037</b>



**2019-20 BUDGET ACTIVITY SHEET**  
**Executive & Corporate Services Directorate**

**F-015-19 Appendix 2**

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Reason for Change (Red/Amber/Green)
Executive Services	Chief Executive, Leadership & Support	All of the Corporate Plan. This function developed the concepts Our Plan contains and is key to leading, monitoring and achieving delivery.	4.21	4.50	(0.29)	365,411	407,495	(42,084)	No Material Change
Executive Services	Member Development & Support	20 by '20 (3) We will have made Shetland's voice heard, with regular and meaningful lobbying of Scottish and UK governments and EU bodies on important issues affecting the islands.	2.27	4.47	(2.20)	208,158	196,366	11,792	No Material Change
Executive Services	Communications	'20 by '20 (10) Our staff and the public will feel more informed about the council's activities, through excellent communications systems.	3.02	2.95	0.07	158,043	154,726	3,317	No Material Change
Executive Services	Business Support	'20 by '20 (8) We will be working in a more effective way, allowing us to cope with reduced resources. Processes that add no obvious value will have been replaced with more proportionate approaches based on effectively managing risks.	12.78	11.86	0.92	350,941	345,619	5,322	No Material Change
Executive Services	Pensioners	N/A: Statutory Provision	0.00	0.00	0.00	29,451	29,451	0	No Material Change
Executive Services	Vacancy Factor	Excellent financial management arrangements, will ensure we are continuing to keep to a balanced and sustainable budget.	0.00	0.00	0.00	(10,000)	(7,627)	(2,373)	No Material Change
Council Members	Elected Members	All of the Corporate Plan, the council's key statement of political intent for the next 4 years.	0.00	0.00	0.00	618,574	594,549	24,025	No Material Change
Executive Services	Fund Manager Fees	Excellent financial management arrangements, will ensure we are continuing to keep to a balanced and sustainable budget.	0.00	0.00	0.00	1,387,250	1,387,250	0	No Material Change
Capital Programme	Estates Management	We will have prioritised spending on building and maintaining assets and be clear on the whole-life costs of those activities, to make sure funding is being targeted in the best way to help achieve the outcomes set out in the Corporate Pan and the community plan.	7.24	7.04	0.20	576,637	695,508	(118,871)	Lease arrangement for Viewforth ending has resulted in a loss of income and a transfer of costs to the Council
Capital Programme	Asset Strategy	We will have a better understanding of the number of asset we can afford with the resources we have available, and we will have reduced the number of buildings we have staff in.	1.55	1.59	(0.04)	96,942	96,725	217	No Material Change

**2019-20 BUDGET ACTIVITY SHEET**  
**Executive & Corporate Services Directorate**

**F-015-19 Appendix 2**

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Reason for Change (Red/Amber/Green)
Capital Programme	Procurement	Our arrangements for buying goods and services will be considered to be efficient and provide ongoing savings.	2.91	2.98	(0.07)	172,356	177,689	(5,333)	No Material Change
Capital Programme	Contract Compliance	High standards of governance, that is, the rules on how we are governed, will mean that the Council is operating effectively and the decisions we take are based on evidence and supported by effective assessments of options and potential effects.	0.99	1.01	(0.02)	58,932	60,708	(1,776)	No Material Change
Capital Programme	Capital Programme Management	High standards of governance, that is, the rules on how we are governed, will mean that the Council is operating effectively and the decisions we take are based on evidence and supported by effective assessments of options and potential effects.	0.35	0.36	(0.01)	31,085	31,051	34	No Material Change
Capital Programme	Project Management	Delivery of the construction projects that enable the delivery of front line services, including the new Anderson High School.	3.89	3.99	(0.10)	216,170	219,990	(3,820)	No Material Change
Capital Programme	Design Services	Delivery of the construction projects that enable the delivery of front line services, including transport and marine infrastructure.	3.89	3.99	(0.10)	216,170	219,990	(3,820)	No Material Change
Capital Programme	Performance Management & Reporting	20 by '20 (12) Manage performance effectively, '20 by '20 (5) High Standards of Governance, '20 by '20 (1) help to create a culture that helps makes sure Corporate plan is achieved.	1.99	1.61	0.38	116,421	96,331	20,090	No Material Change
Directorate	Corporate Services Directorate	All of the Corporate Plan. All '20 by '20 focus on improving efficiency and productivity.	1.45	2.00	(0.55)	(570,354)	(587,376)	17,022	No Material Change
Directorate	Pensioners	N/A: Statutory Provision	0.00	0.00	0.00	133,402	133,402	0	No Material Change
Directorate	Vacancy Factor	Excellent financial management arrangements, will ensure we are continuing to keep to a balanced and sustainable budget.	0.00	0.00	0.00	(108,119)	(108,119)	0	No Material Change
Directorate	Internal Audit	20 by '20 (5) High Standards of Governance, '20 by '20 (6) Excellent financial management, '20 by '20 (8) effectively managing risks.	2.81	2.81	0.00	158,386	158,934	(548)	No Material Change
Finance	Executive Manager	20 by '20 (5) High standards of governance, and '20 by '20 (6) Excellent Financial Management.	2.83	2.83	0.00	435,132	424,245	10,887	No Material Change
Finance	Management Accounting	20 by '20 (5) High standards of governance, '20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	12.75	12.54	0.20	596,786	603,215	(6,429)	No Material Change



**2019-20 BUDGET ACTIVITY SHEET**  
**Executive & Corporate Services Directorate**

**F-015-19 Appendix 2**

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Reason for Change (Red/Amber/Green)
Finance	Financial Accounting	20 by '20 (5) High standards of governance, '20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	4.49	4.05	0.44	183,229	174,529	8,700	No Material Change
Finance	Treasury	20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	2.42	2.30	0.12	62,475	71,811	(9,336)	No Material Change
Finance	Revenues	20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	11.60	11.60	(0.00)	374,097	388,174	(14,077)	No Material Change
Finance	Benefits Administration	20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	8.18	7.99	0.18	568,187	541,584	26,604	No Material Change
Finance	Payroll	20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	8.86	9.94	(1.08)	378,012	395,890	(17,878)	No Material Change
Finance	Payments	20 by '20 (6) Excellent Financial Management, and '20 by '20 (9) Excellent standards of customer service.	3.97	3.97	0.00	149,281	149,383	(102)	No Material Change
Governance & Law	Executive Manager & Admin Support	20 by '20 (5) High standards of governance.	1.50	1.50	0.00	125,314	122,728	2,586	No Material Change
Governance & Law	Committee Services	Ensuring high standards of governance, and working effectively and efficiently.	4.64	4.64	0.00	221,882	221,649	233	No Material Change
Governance & Law	Registration Service	Ensuring excellent standards of customer care, and working effectively and efficiently.	1.82	1.82	0.00	41,020	41,740	(721)	No Material Change
Governance & Law	Legal Services	20 by '20 (5) High standards of governance.	6.82	6.82	0.00	397,592	393,005	4,587	No Material Change
Governance & Law	Licensing	20 by '20 (5) High standards of governance.	0.00	0.00	0.00	(50,023)	(48,563)	(1,460)	No Material Change
Governance & Law	Emergency Planning & Resilience	20 by '20 (11) Management of risks.	1.00	1.00	0.00	54,817	54,937	(120)	No Material Change
Governance & Law	Insurance	20 by '20 (5) High standards of governance, '20 by '20 (6) Excellent Financial Management, and '20 by '20 (8) Effective Risk Management.	3.43	3.47	(0.04)	736,964	769,062	(32,098)	No Material Change
Human Resources	Policy & Employment Support	20 by '20 (1) Highest possible standards of leadership and management, '20 by '20 (2) Valuing staff, and '20 by '20 (13) Finding ways of filling hard to fill posts and increasing opportunity for young people.	11.47	12.27	(0.81)	836,414	913,286	(76,873)	Increased relocation expenses budget, which was previously met from contingency

**2019-20 BUDGET ACTIVITY SHEET**  
**Executive & Corporate Services Directorate**

**F-015-19 Appendix 2**

Service	Activity	Links to Corporate Plan	2019/20 Target FTEs	2019/20 Budget FTEs	Change (Increase)/ Decrease FTEs	2019/20 Target £	2019/20 Proposed Budget £	Change (Increase)/ Decrease £	Reason for Change (Red/Amber/Green)
Human Resources	Workforce Development	20 by '20 (2) Valuing staff.	12.72	13.10	(0.38)	394,533	387,905	6,628	No Material Change
Human Resources	Staff Welfare	20 by '20 (2) Valuing staff.	4.76	4.90	(0.14)	205,069	202,979	2,091	No Material Change
Human Resources	Moving On Project	20 by '20 (14) Target Services to those who need them most.	0.00	0.00	0.00	30,000	30,000	0	No Material Change
Human Resources	Childcare Vouchers	20 by '20 (13) Finding ways of filling hard to fill posts and increasing opportunity for young people.	0.00	0.00	0.00	5,149	5,000	149	No Material Change
Human Resources	Risk Management	20 by '20 (5)High Standards of Governance, '20 by '20 (6)effectively managing risks, '20 by '20 (11)more risk aware organisation.	1.76	1.76	0.00	88,060	87,603	457	No Material Change
Human Resources	Training	20 by '20 (2) Valuing staff.	0.00	0.00	0.00	583,300	583,543	(243)	No Material Change
ICT	Executive Manager	20 by '20 (4) Modern IT equipment and systems to support our work.	1.00	1.00	0.00	100,228	93,533	6,694	No Material Change
ICT	ICT Projects	20 by '20 (4) Modern IT equipment and systems to support our work, '20 by '20 (8) Working in a more effective way, and '20 by '20 (19) Identifying innovative ways of working.	9.73	9.73	0.00	467,822	440,140	27,682	No Material Change
ICT	ICT Support	20 by '20 (4) Modern IT equipment and systems to support our work.	8.75	8.75	0.00	432,463	406,883	25,580	No Material Change
ICT	ICT Operations	20 by '20 (4) Modern IT equipment and systems to support our work.	5.84	5.84	0.00	523,718	514,323	9,394	No Material Change
Valuation Joint Board	Shetland Contribution	Ensuring high standards of governance, and working effectively and efficiently.	0.00	0.00	0.00	324,536	324,536	0	No Material Change

**2019/20 Executive & Corporate Services - Schedule of Charges**
**F-015-19 Appendix 3**
**ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE**

Directorate	Service	Director or Executive Manager	Activity	Charge	Unit	2018/19 Charge £	2019/20 Charge £	Variance %	Reason where no change
Chief Executive	Executive Services	Peter Peterson	Town Hall	Meeting / Talk / Workshop (Maximum of 60 people)	per hour	n/a	23.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Small Event Booking / Minor Kitchen Use (Maximum of 60 people)	per hour	n/a	25.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Small Event Booking / Full Kitchen Use (Maximum of 60 people)	per hour	n/a	30.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Meeting / Talk / Workshop (More than 60 people)	per hour	n/a	38.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Large Event Booking / Minor Kitchen Use (More than 60 people)	per hour	n/a	40.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Large Event Booking / Full Kitchen Use (More than 60 people)	per hour	n/a	45.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Wedding / Dinner Dance (Maximum of 60 people)	per hour	n/a	30.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Wedding / Dinner Dance (More than of 60 people)	per hour	n/a	50.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Kitchen (Catering Use)	per hour	n/a	25.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Clean Up Charge	per event	n/a	150.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Preparation Time before event (Evening (Up to 10:30pm) and Saturday)	per hour	n/a	22.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Preparation Time before event (Late Evening (After 10:30pm) and Sunday)	per hour	n/a	25.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Evening (Up to 10:30pm) and Saturday Surcharge - Applied to the applicable hourly rate for the event.		n/a	25%	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Late Evening (After 10:30pm) and Sunday Surcharge - Applied to the applicable hourly rate for the event.		n/a	40%	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Cancellation Charges - cancellation of room bookings must be confirmed at least 5 days before the date or the full charge is payable. These bookings will not be transferred to another date.		25% of full charge	25% of full charge	0.00	
Chief Executive	Executive Services	Peter Peterson		Up Helly Aa	per hour	n/a	58.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Up Helly Aa - Cleaning Costs	per event	n/a	575.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Use of Meeting Equipment	per event	n/a	10.00	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Tea & Coffee	per person	1.48	1.50	1.35	
Chief Executive	Executive Services	Peter Peterson		Tea, Coffee & Biscuits	per person	2.00	2.00	0.00	
Chief Executive	Executive Services	Peter Peterson		Set of Cutlery Items	per item	n/a	0.50	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Crockery Items	per item	0.23	0.25	8.70	
Chief Executive	Executive Services	Peter Peterson		Tea / Coffee Pot	per item	1.03	1.10	6.80	
Chief Executive	Executive Services	Peter Peterson		Water Jugs	per item	0.62	0.65	4.84	
Chief Executive	Executive Services	Peter Peterson		Stacking Chair	per item	0.56	0.60	7.14	
Chief Executive	Executive Services	Peter Peterson		Table 4 ft or 6 ft	per item	5.37	5.50	2.42	
Chief Executive	Executive Services	Peter Peterson		Chair Covers (Wedding)	per item	n/a	0.50	n/a	Revision to Town Hall charging for 2019/20
Chief Executive	Executive Services	Peter Peterson		Table Cloths (Wedding)	per item	n/a	2.00	n/a	Revision to Town Hall charging for 2019/20

Chief Executive	Executive Services	Peter Peterson		Performing Rights Society Charges - cost of licence will depend on the nature of event This will be determined at the time of booking.	per event	n/a	Various	n/a	Revision to Town Hall charging for 2019/20
Corporate Services	Governance and Law	Jan Riise	<b>Property Enquiry Certificates</b>	Property Enquiry Certificates	per certificate	115.00	115.00	0.00	
Corporate Services	Governance and Law	Jan Riise	<b>Civil Marriages</b>	Registration Office - office hours - no guests - accommodation and attendance fee	per event	55.00	55.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - no guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - no guests - <b>TOTAL CHARGE</b>	per event	180.00	210.00	16.67	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - accommodation and attendance fee	per event	105.00	105.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - <b>TOTAL CHARGE</b>	per event	230.00	260.00	13.04	
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - accommodation and attendance fee	per event	155.00	155.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - <b>TOTAL CHARGE</b>	per event	280.00	310.00	10.71	
Corporate Services	Governance and Law	Jan Riise		Outwith Registration Office (authorised venue) - <b>statutory fees</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Outwith Registration Office (authorised venue) - attendance fee	per event	205.00	205.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Outwith Registration Office (authorised venue) - <b>TOTAL CHARGE</b>	per event	330.00	360.00	9.09	
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 5 miles from Registration Office	per event	5.00	5.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 10 miles from Registration Office	per event	10.00	10.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 20 miles from Registration Office	per event	20.00	20.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - Over 20 miles	per event	40.00	40.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Ferry fares at standard return costs will be added to the travel costs where appropriate	per event	variable	variable	-	
Corporate Services	Governance and Law	Jan Riise		All Accommodation and Attendance Fees include non-refundable amount	per event	32.00	32.00	0.00	
Corporate Services	Governance and Law	Jan Riise	<b>LICENSING (Scotland) Act 2005 (New)</b>	Initial premises application fee - category 1		200.00	210.00	5.00	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 2		800.00	850.00	6.25	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 3		1,100.00	1,100.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 4		1,300.00	1,300.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 5		1,700.00	1,800.00	5.88	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 6		2,000.00	2,000.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 1		180.00	180.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 2		220.00	220.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 3		280.00	280.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 4		500.00	500.00	0.00	

Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 5		700.00	700.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 6		900.00	900.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) substitution of manager		31.00	35.00	12.90	
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) minor		20.00	20.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) other		155.00	160.00	3.23	
Corporate Services	Governance and Law	Jan Riise		Transfer by licence holder 33(1) with variation		230.00	240.00	4.35	
Corporate Services	Governance and Law	Jan Riise		Transfer by licence holder 33(1) with no variation		155.00	160.00	3.23	
Corporate Services	Governance and Law	Jan Riise		Transfer by another person 34(1) with variation		230.00	240.00	4.35	
Corporate Services	Governance and Law	Jan Riise		Transfer by another person 34(1) with no variation		155.00	160.00	3.23	
Corporate Services	Governance and Law	Jan Riise		Temporary premises licence 47(2)		230.00	230.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Occasional licence 56(1)		10.00	10.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Extended hours 68(1)		10.00	10.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Personal licence 72(1)		50.00	50.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Replacement personal licence 92(1)		35.00	35.00	0.00	
Corporate Services	Governance and Law	Jan Riise		Replacement premises licence 53(1)		35.00	35.00	0.00	
ALL SERVICES	ALL	ALL	ALL	Service level agreements		variable	variable	-	
Corporate Services	ICT	Susan Msalila	ICT	Vodafone calls & charges		variable	variable	-	
Corporate Services	ICT	Susan Msalila		Service partner calls		variable	variable	-	
Corporate Services	ICT	Susan Msalila		Equipment recharge		variable	variable	-	
Corporate Services	Governance and Law	Jan Riise	Insurance section	Insurance administration fee		variable	variable	-	
Corporate Services	Governance and Law	Jan Riise		Insurance recharge		variable	variable	-	
Corporate Services	Governance and Law	Jan Riise		Insurance IPT		variable	variable	-	
Corporate Services	Governance and Law	Jan Riise		3rd party claim reimbursement		variable	variable	-	
Corporate Services	Governance and Law	Susan Brunton	Legal	Recharge legal fees on leases		variable	variable	-	
Corporate Services	Governance and Law	Susan Brunton		Legal fees relating to property sales		variable	variable	-	
Corporate Services	Governance and Law	Anne Cogle	Admin	Children's Panel support		variable	variable	-	
Corporate Services	Governance and Law	Anne Cogle		Elections		variable	variable	-	
Corporate Services	Governance and Law	Anne Cogle		Data Subject Access Request (Under Data Protection Act)		10.00	-	-100.00	
ALL SERVICES	ALL	ALL	ALL	Reimburse travel costs		variable	variable	-	
Corporate Services	Finance	Hazel Tait	Sullom Voe Terminal Site	Sullom Voe rent		variable	variable	-	

Corporate Services	Harbour Master & Port Operations	Jamie Manson	<b>Total Gas Plant</b>	Base rent		variable	variable	-	
Corporate Services	Finance	Hazel Tait	<b>Recoverable Costs: SIC Pension Fund</b>	Strain costs		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Administration fee		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Recharges		variable	variable	-	
Corporate Services	Finance	Hazel Tait	<b>Recoverable Costs: Charitable Trust</b>	Payroll costs		variable	variable	-	
Corporate Services	Finance	Erik Henry	<b>Accountancy</b>	Pension Fund admitted bodies		variable	variable	-	
Corporate Services	Finance	Hazel Tait		VAT only invoice - FOR FINANCE USE ONLY		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Sale of assets - vessels		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Sale of assets - other (not land)		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Sale of assets to country outwith the UK		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Sale of land		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Revised requisition for Valuation Joint Board		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Disbursements relating to property sales		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Mareel sub lease		variable	variable	-	
Corporate Services	HR	Denise Bell	<b>Overpayment</b>	Recoup overpayment of salary		variable	variable	-	
Corporate Services	HR	Denise Bell	<b>Workforce Development</b>	Recharge course fees to third parties		variable	variable	-	
Corporate Services	Finance	Andrew Hall	<b>Revenues</b>	Discretionary housing payments		variable	variable	-	
Corporate Services	Finance	Andrew Hall		Rent allowances		variable	variable	-	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £0 - £2,500		200.00	200.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £2,501 - £5,000		300.00	300.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £5,001 - £7,500		400.00	400.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £7,501 - £10,000		500.00	500.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £10,001 - £15,000		600.00	600.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £15,001 - £20,000		700.00	700.00	0.00	
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £20,001+		850.00	850.00	0.00	
Corporate Services	Finance	Management Accountancy	<b>Management Accountancy</b>	Fishing quota		variable	variable	-	
Corporate Services	Finance	Hazel Tait	<b>Valuation Joint Board</b>	Sale of published registers and lists		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Funding		variable	variable	-	
Corporate Services	Finance	Hazel Tait		Asset valuation under SLA		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan	<b>Asset Services</b>	Cost of insurance premium for leased properties		variable	variable	-	

Corporate Services	Capital Programme Service	Kenn Allan		Rent of Scatsta Quarry		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Busta Estate croft rents		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Burra Estate croft rents		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Grazing lets & site rent		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Operating lease		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Premises letting		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Solarhus service charge		variable	variable	-	
Corporate Services	Capital Programme Service	Kenn Allan		Plans relating to property sales		variable	variable	-	
Corporate Services	Capital Programme Service	Robert Sinclair	Capital Programmes EM	Hours worked		variable	variable	-	
Corporate Services	Capital Programme Service	Robert Sinclair		Costs incurred		variable	variable	-	
ALL SERVICES	ALL	ALL	General Photocopying	Black and white, A4	per side	0.16	0.17	6.25	
ALL SERVICES	ALL	ALL		Colour, A4	per side	0.32	0.33	3.13	
ALL SERVICES	ALL	ALL		Black and white, A3	per side	0.32	0.33	3.13	
ALL SERVICES	ALL	ALL		Colour, A3	per side	0.64	0.66	3.13	
ALL SERVICES	ALL	ALL		Black and white, A2 (only available at certain locations)	per side	0.64	0.66	3.13	
ALL SERVICES	ALL	ALL		Colour, A2 (only available at certain locations)	per side	1.25	1.30	4.00	
ALL SERVICES	ALL	ALL		Black and white, A1 (only available at certain locations)	per side	1.25	1.30	4.00	
ALL SERVICES	ALL	ALL		Colour, A1 (only available at certain locations)	per side	2.50	2.55	2.00	
ALL SERVICES	ALL	ALL		Black and white, A0 (only available at certain locations)	per side	2.50	2.55	2.00	
ALL SERVICES	ALL	ALL		Colour, A0 (only available at certain locations)	per side	4.95	5.05	2.02	







<b>Meeting(s):</b>	Policy & Resources Committee Shetland Islands Council	26 February 2019 26 February 2019
<b>Report Title:</b>	5 Year Asset Investment Plan 2019-24	
<b>Reference Number:</b>	F-012-F	
<b>Author / Job Title:</b>	Jamie Manson, Executive Manager - Finance	

### 1.0 Decisions / Action required:

- 1.1 That the Policy and Resources Committee RECOMMENDS that the Council RESOLVES to:
  - 1.1.1 approve the capital budget proposals for 2019/20 included in this report, and set out in detail in Appendix 1; and
  - 1.1.2 adopt Appendix 1 as the Council's 5 Year Asset Investment Plan 2019-24, subject to any requirements of the Council's Gateway Process for the Management of Capital Projects.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to set out the proposed sustainable capital budget for the Council over a five year period from 2019-24 in line with the Capital Investment Planning policy set out in the 2018/19 - 2023/24 Medium Term Financial Plan.
- 2.2 The proposed capital budget for 2019/20 totals £26.6m, and the full 5 year total from 2019-24 is projected to be £129.5m.
- 2.3 There is substantial provision for ferry vessel and terminal replacements over the 5 years of £54.2m. The delivery of these projects is the subject, and a key element, of discussions with Transport Scotland in relation to the Government's commitment to fair funding for the inter-island ferry services. The Plan assumes that grant funding will be received to support the replacements, pending the outcome of work with Transport Scotland and the Scottish Government.
- 2.4 Although there is a section in the Plan for potential projects, only after business cases have been developed in accordance with the Council's Gateway Process for the Management of Capital Projects, and have been given appropriate consideration and the necessary approvals, will funding be committed. More information is provided in section 4 below.
- 2.5 Appendix 1 of this report details the projects and funding requirements over the 5 year period and also details the anticipated funding sources.

### 3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget, and is living within its means; and that the Council continues to pursue a range of measures which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.
- 3.2 Despite the work done so far, sustainability in particular is extremely challenging at this time with reducing Scottish Government funding being the trend since 2011/12. It is expected that this will continue while the UK and Scottish Governments seek to balance their budgets and prioritise their spending.

### 4.0 Key Issues:

- 4.1 The capital budget proposals for the Council for the period 2019-2024 are summarised in the following table:

Description	2019-24 Budget £000
Maintenance of Existing Assets	31,982
New Developments	10,272
Housing Revenue Account Projects	27,605
Potential Projects	5,401
Fair Funding for Ferry Projects	54,250
<b>Expenditure</b>	<b>129,510</b>
Scottish Government General Capital Grant	(29,689)
External Grant Funding	(57,587)
Capital Receipts	(1,426)
Funded from Revenue	(32,701)
Draw from Reserves	(1,580)
External Borrowing	(6,570)
<b>Funding</b>	<b>(129,553)</b>
<b>Net Surplus</b>	<b>(43)</b>

- 4.2 At present the forecast for the current financial year 2018/19 is that there will be an underspend on the Asset Investment Plan due to a number of larger projects unable to proceed as budgeted, which have been re-profiled into the 2019/24 Plan. A report will be presented to Members at the end of the financial year, which will address proposals for carry forward of other minor budgets which have not been re-profiled and will have budget slippage into 2019/20. These are therefore not addressed in this Plan.
- 4.3 Although there is continuing focus on the maintenance and life extension of existing assets as recommended in the Capital Expenditure Policy, there is a significant focus in the Plan on new developments and potential projects, namely:

#### 4.3.1 New Developments

- Scalloway Fishmarket replacement;
- Early Learning Childcare Expansion;
- Children's Supported Accommodation New Build; and
- Streetlighting LED Upgrade.

The funding for these projects has been determined and approved through the Council's Gateway Process for the Management of Capital Projects, including Committee approval.

#### 4.3.2 Potential Projects

- Health & Social Care Information System Replacement;
- Knab Site Demolition;
- Former Eric Gray Demolition;
- Toft Pier;
- Tingwall Airfield Resurfacing & Lighting;
- Foula Airstrip Licensing Works; and
- Ferry Vessel & Terminal Replacement.

The inclusion of these projects is predicated on the basis that work has already been undertaken to define them using the Council's Gateway Process, however any decision to proceed to implementation has not yet been taken.

The funding for these projects will therefore only be confirmed following approval through the Council's Gateway Process and until then these projects do not represent a firm commitment in the Plan.

- 4.4 Funding sources for projects can include specific capital grants and capital receipts, and in addition a further funding option is the Council's spend to save scheme where the relevant criteria are met. Projects that cannot be met by other funding would have to be met by borrowing. The cost of that borrowing is a direct revenue cost to the relevant Council account, whether that be the Harbour Account, HRA or General Fund and has to be affordable, sustainable and prudent.
- 4.5 The Scottish Government has not specified the level of core capital grant that it will provide to the Council from 2020/21 onwards, but the indications are that there will be a reduction in the level of the grant over the period. Therefore, a figure of £5.5m has been forecast for the later years of the Plan. This will be updated at each annual review of the Plan.
- 4.6 As referred to in section 2 above, a significant part of the Plan focuses on the vessels and terminals that are required to support the inter-island ferry services. Approximately half of the total expenditure in the Plan relates to either life extension or replacement works for vessels and terminals and is a critical component of capital investment for the Council. However paying for all of these works is not affordable to the Council, the cost of borrowing for the 5 years of ferry vessel and terminal replacement cost identified in the Plan is approximately £3.7m per annum for 30 years. The ongoing work with Transport Scotland and the Scottish Government is therefore fundamental to the affordability of these projects. The Plan incorporates the replacement programme in light of the knowledge that action is required to address an ageing fleet of vessels.

4.7	Borrowing costs have been included in revenue budgets where appropriate to support the projects in the plan which are subject to borrowing.
4.8	Appendix 1 to this report details the proposed capital expenditure budgets for the 5 Year Plan from 2019-24, along with the proposed funding sources.
<b>5.0 Exempt and/or confidential information:</b>	
5.1	None
<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	None arising directly from this report, the detailed implications will be addressed through the Council's Gateway Process using the 5 case business model.
<b>6.2 Human Resources and Organisational Development:</b>	None arising directly from this report, the detailed implications will be addressed through the Council's Gateway Process using the 5 case business model and in adherence to the Council's approved Human Resources and Organisational Development policies and procedures.
<b>6.3 Equality, Diversity and Human Rights:</b>	None arising directly from this report, the detailed implications will be addressed through the Council's Gateway Process using the 5 case business model.
<b>6.4 Legal:</b>	Under Section 95 of the Local Government (Scotland) Act 1973, there is a requirement for each local authority to make arrangements for the proper administration of their financial affairs. That officer in Shetland Islands Council is the Executive Manager – Finance, responsible for the presentation of budget proposals as part of appropriate financial management arrangements.
<b>6.5 Finance:</b>	<p>Any decision to recommend changes to the budget proposals in this report could result in an increased or decreased draw on reserves, and may result in not meeting the affordable position set out in the Medium Term Financial Plan. This will require a formal amendment and be fully quantified in the Committee decision.</p> <p>The proposed Asset Investment Plan 2019-24 is affordable over the five year period based on the assumptions made in relation to the availability of future funding and the profiling of projects. The Council is required to approve an annual update to the Plan based on the latest information available.</p>
<b>6.6 Assets and Property:</b>	This budget proposes a risk based approach for the maintenance of assets to minimise deterioration and potential failure.

<b>6.7 ICT and new technologies:</b>	This budget includes provision for the annual maintenance and replacement of existing ICT equipment, as required.	
<b>6.8 Environmental:</b>	None arising directly from this report, the detailed implications will be addressed through the Council's Gateway Process using the 5 case business model.	
<b>6.9 Risk Management:</b>	<p>The main budget risks for the delivery of the Asset Investment Plan are:</p> <ul style="list-style-type: none"> <li>• the level of Scottish Government capital grant that will be received during the five years of the Plan, as there has been no specific forecast beyond 2019/20;</li> <li>• the anticipated level of capital receipts is not realised from the sale of existing assets;</li> <li>• a negative outcome from the Scottish Government/ Transport Scotland in relation to the Fair Funding for Ferries for ferry terminal and vessel replacements – the cost of replacing these assets is not affordable to the Council without support;</li> <li>• cost projections for future year projects are adversely affected by external factors such as construction inflation and contractor availability;</li> </ul> <p>These risks are mitigated by using a realistic approach and the most up-to-date information when setting the budget.</p> <p>A strong balance sheet and the availability of usable reserves ensure that the Council is prepared for other significant unforeseen events.</p> <p>The borrowing level proposed in the Asset Investment Plan is within the borrowing limits approved in the Council's Prudential Indicators in the Annual Investment &amp; Treasury Strategy and therefore ensures that the Council's capital financing requirement is affordable at this time. The next annual review of the Council's Prudential Indicators will take place at the start of the new financial year 2019/20 to ensure continuing affordability in future years.</p>	
<b>6.10 Policy and Delegated Authority:</b>	The Policy and Resources Committee is required to make recommendations to the Council as to the estimates of capital expenditure. Approval of the capital budget requires a decision of Council, in terms of Section 2.1.3 of the Council's Scheme of Administration and Delegations.	
<b>6.11 Previously considered by:</b>	n/a	n/a

**Contact Details:**

Brenda Robb, Management Accountant, [brenda.rob主@shetland.gov.uk](mailto:brenda.rob主@shetland.gov.uk), 19 February 2019

**Appendices:**

Appendix 1 - 5 Year Asset Investment Plan 2019-24

# 5 Year Asset Investment Plan 2019-2024

# F-012 - Appendix 1

Directorate	Project	Year 1 2019/20 £	Year 2 2020/21 £	Year 3 2021/22 £	Year 4 2022/23 £	Year 5 2023/24 £	5 Year Total £	Gateway Requirements Outstanding
Corporate	Lerwick Library Redevelopment	500,000	926,454	0	0	0	1,426,454	Awaiting presentation of re-focused report on service provision and implications for wider asset strategy.
Community Health & Social Care	Health & Social Care Information System Replacement	345,000	0	0	0	0	345,000	This project does not represent a firm commitment in the Plan until a Business Case is presented for approval
Infrastructure	Building Maintenance Capital Works	889,350	719,750	751,000	724,000	672,300	3,756,400	Annual Programme Update for 2019/20 required
Infrastructure	Landfill Capping	300,000	0	270,000	0	0	570,000	Annual Programme Update for 2019/20 required
Infrastructure	Energy Recovery Plant	250,000	100,000	100,000	100,000	100,000	650,000	Annual Programme Update for 2019/20 required
Infrastructure	Vehicle & Plant Replacement Programme	1,732,457	606,000	1,294,500	571,500	1,075,250	5,279,707	Annual Programme Update for 2019/20 required
<b>Building Maintenance &amp; Vehicle/Equipment Replacement</b>		<b>4,016,807</b>	<b>2,352,204</b>	<b>2,415,500</b>	<b>1,395,500</b>	<b>1,847,550</b>	<b>12,027,561</b>	
Corporate	PC & LAN Replacement	134,000	134,000	134,000	184,000	184,000	770,000	Annual Programme Update for 2019/20 required
Corporate	Computers for Schools	276,500	276,500	276,500	276,500	276,500	1,382,500	Annual Programme Update for 2019/20 required
Corporate	Photocopier Replacement	81,000	81,000	81,000	81,000	81,000	405,000	Annual Programme Update for 2019/20 required
Corporate	Shetland Public Sector Network	195,800	195,800	195,800	195,800	195,800	979,000	Annual Programme Update for 2019/20 required
<b>ICT Equipment</b>		<b>687,300</b>	<b>687,300</b>	<b>687,300</b>	<b>737,300</b>	<b>737,300</b>	<b>3,536,500</b>	
Infrastructure	Ferry Life Extension Works	800,000	800,000	800,000	800,000	800,000	4,000,000	Annual Programme Update for 2019/20 required
<b>Ferry Vessel Life Extensions</b>		<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>4,000,000</b>	
Infrastructure	Cycling, Walking, Safer Streets	37,000	25,000	25,000	25,000	25,000	137,000	Annual Programme Update for 2019/20 required
Infrastructure	Bridge Repairs/ Replacement	585,000	55,000	66,000	68,000	70,000	844,000	Annual Programme Update for 2019/20 required
Infrastructure	Streetlighting Replacement/Removals	99,000	99,000	100,000	100,000	100,000	498,000	Annual Programme Update for 2019/20 required
Infrastructure	Road Reconstruction	610,000	620,000	630,000	650,000	670,000	3,180,000	Annual Programme Update for 2019/20 required
Infrastructure	Pelican Crossings	0	0	20,000	20,000	20,000	60,000	Annual Programme Update for 2019/20 required
Infrastructure	Road Safety Barrier Replacement	120,000	120,000	120,000	120,000	120,000	600,000	Annual Programme Update for 2019/20 required
Infrastructure	Traffic Management & Accident Reduction	85,000	85,000	85,000	85,000	85,000	425,000	Annual Programme Update for 2019/20 required
Infrastructure	Scord Quarry Plant Replacement	160,000	200,000	200,000	200,000	200,000	960,000	Annual Programme Update for 2019/20 required
Infrastructure	Flood Damage Funding	38,062	0	0	0	0	38,062	
Infrastructure	Burra Bridge Painting	25,000	365,000	5,000	0	0	395,000	
Infrastructure	Hillhead Railing Replacement	0	0	34,000	0	0	34,000	
<b>Roads Repairs &amp; Maintenance</b>		<b>1,759,062</b>	<b>1,569,000</b>	<b>1,285,000</b>	<b>1,268,000</b>	<b>1,290,000</b>	<b>7,171,062</b>	
Infrastructure	P&H Plant & Equipment	70,000	70,000	25,000	25,000	125,000	315,000	Annual Programme Update for 2019/20 required
Infrastructure	P&H Vehicle Replacement Programme	53,000	46,000	0	39,000	72,600	210,600	Annual Programme Update for 2019/20 required
Infrastructure	P&H Navigational Aids	70,000	70,000	70,000	70,000	70,000	350,000	Annual Programme Update for 2019/20 required
Infrastructure	Terminal Life Extension Works	700,000	700,000				1,400,000	Annual Programme Update for 2019/20 required
Infrastructure	Piers Cathodic Protection	250,000	220,000	134,000	200,000	200,000	1,004,000	Annual Programme Update for 2019/20 required
Infrastructure	Tug Jetty - Cathodic Protection	917,160					917,160	Annual Programme Update for 2019/20 required
Infrastructure	Hamarsness Ferry Terminal Painting	350,000					350,000	
Infrastructure	Toft Ferry Terminal Painting		350,000		0	0	350,000	
Infrastructure	Ulstal Ferry Terminal Painting	0	0	350,000		0	350,000	
<b>Ports &amp; Harbours Repairs &amp; Maintenance</b>		<b>2,410,160</b>	<b>1,456,000</b>	<b>579,000</b>	<b>334,000</b>	<b>467,600</b>	<b>5,246,760</b>	
<b>TOTAL MAINTENANCE OF EXISTING ASSETS</b>		<b>9,673,329</b>	<b>6,864,504</b>	<b>5,766,800</b>	<b>4,534,800</b>	<b>5,142,450</b>	<b>31,981,883</b>	
Community Health & Social Care	Eric Gray Replacement	10,000					10,000	
Children's Services	Early Learning Childcare Expansion	1,300,000	900,000	0	0	0	2,200,000	
Children's Services	Children's Supported Accommodation New Build	435,000	435,000				870,000	
Infrastructure	Streetlighting LED Upgrade	1,594,805	843,000	0	0	0	2,437,805	
Infrastructure	Scalloway Fishmarket Rebuild	4,673,801	80,000	0	0	0	4,753,801	
<b>TOTAL NEW DEVELOPMENTS</b>		<b>8,013,606</b>	<b>2,258,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,271,606</b>	

Directorate	Project	Year 1 2019/20 £	Year 2 2020/21 £	Year 3 2021/22 £	Year 4 2022/23 £	Year 5 2023/24 £	5 Year Total £	Gateway Requirements Outstanding
Development	Heating Replacement Programme	660,000	660,000	660,000	660,000	660,000	3,300,000	Annual Programme Update for 2019/20 required
Development	Housing Quality Standard	2,140,000	2,140,000	2,140,000	2,140,000	2,140,000	10,700,000	Annual Programme Update for 2019/20 required
Development	Structural Remedial Works	500,000	3,000,000	3,000,000	3,000,000	3,000,000	12,500,000	Annual Programme Update for 2019/20 required
Development	Accessible Adaptions	156,000	162,000	168,000	174,000	174,000	834,000	Annual Programme Update for 2019/20 required
Development	Vehicle Replacement Programme	90,000	30,000	0	60,000	90,750	270,750	Annual Programme Update for 2019/20 required
	<b>TOTAL HOUSING REVENUE ACCOUNT PROJECTS</b>	<b>3,546,000</b>	<b>5,992,000</b>	<b>5,968,000</b>	<b>6,034,000</b>	<b>6,064,750</b>	<b>27,604,750</b>	
Corporate	Knab Site Demolition	1,000,000	0	0	0	0	1,000,000	These projects do not represent a firm commitment in the Plan until Business Cases are presented for approval
Corporate	Former Eric Gray Demolition	200,000					200,000	
Infrastructure	Foula Airstrip Licensing Works	85,000					85,000	
Infrastructure	Tingwall Airfield Resurfacing & Lighting	0	1,300,000	0	0	0	1,300,000	
Infrastructure	Toft Pier	1,416,008	1,400,000	0	0	0	2,816,008	
	<b>TOTAL POTENTIAL PROJECTS</b>	<b>2,701,008</b>	<b>2,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,401,008</b>	
Infrastructure	Ferry Vessel & Terminal Replacement	2,700,000	12,650,000	22,000,000	9,200,000	7,700,000	54,250,000	These projects do not represent a firm commitment in the Plan until Business Cases are presented for approval
	<b>TOTAL FAIR FUNDING FOR FERRIES PROJECTS</b>	<b>2,700,000</b>	<b>12,650,000</b>	<b>22,000,000</b>	<b>9,200,000</b>	<b>7,700,000</b>	<b>54,250,000</b>	

<b>TOTAL ASSET INVESTMENT PLAN EXPENDITURE</b>	<b>26,633,943</b>	<b>30,464,504</b>	<b>33,734,800</b>	<b>19,768,800</b>	<b>18,907,200</b>	<b>129,509,247</b>
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Fund	Project	Year 1 2019/20 £	Year 2 2020/21 £	Year 3 2021/22 £	Year 4 2022/23 £	Year 5 2023/24 £	5 Year Total £
General Fund	Scottish Government General Capital Grant	(7,689,000)	(5,500,000)	(5,500,000)	(5,500,000)	(5,500,000)	(29,689,000)
General Fund	Scottish Government Cycling Walking Safer Streets Grant	(37,000)	(25,000)	(25,000)	(25,000)	(25,000)	(137,000)
General Fund	Scottish Government Early Learning Childcare Grant	(1,300,000)	(900,000)	0	0	0	(2,200,000)
General Fund	Fair Funding for Ferries - Transport Scotland	(2,700,000)	(12,650,000)	(22,000,000)	(9,200,000)	(7,700,000)	(54,250,000)
Harbour Account	European Maritime Fisheries Fund - Toft Pier	(500,000)	(500,000)	0	0	0	(1,000,000)
	<b>FUNDED BY EXTERNAL GRANTS</b>	<b>(12,226,000)</b>	<b>(19,575,000)</b>	<b>(27,525,000)</b>	<b>(14,725,000)</b>	<b>(13,225,000)</b>	<b>(87,276,000)</b>
General Fund	Capital Receipts (Properties)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(875,000)
General Fund	Capital Receipts (Vehicles)	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)	(400,000)
General Fund	Spend to Save Reserve - Streetlighting LED Upgrade	(320,169)	(351,831)				(672,000)
General Fund	Spend to Save Reserve - Children's Residential	(435,000)	(435,000)				(870,000)
General Fund	Capital Grant Unapplied - Flood Damage	(38,062)					(38,062)
General Fund	General Capital Reserve	(1,813,743)	(1,419,673)	592,200	1,579,200	1,062,016	0
Harbour Account	Harbour - CFCR	(2,391,160)	(1,442,000)	(579,000)	(319,000)	(467,600)	(5,198,760)
Harbour Account	Harbour - Capital Receipts (Vehicles)	(19,000)	(14,000)	0	(15,000)	0	(48,000)
HRA	HRA - CFCR	(3,526,000)	(5,967,000)	(5,948,000)	(6,013,000)	(6,047,750)	(27,501,750)
HRA	HRA - Capital Receipts (Vehicles)	(20,000)	(25,000)	(20,000)	(21,000)	(17,000)	(103,000)
	<b>FUNDED BY RESERVES</b>	<b>(8,818,134)</b>	<b>(9,909,504)</b>	<b>(6,209,800)</b>	<b>(5,043,800)</b>	<b>(5,725,334)</b>	<b>(35,706,572)</b>
Harbour Account	Toft Pier	(916,008)	(900,000)	0	0	0	(1,816,008)
Harbour Account	Scalloway Fishmarket	(4,673,801)	(80,000)	0	0	0	(4,753,801)
	<b>FUNDED BY BORROWING</b>	<b>(5,589,809)</b>	<b>(980,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,569,809)</b>

<b>TOTAL ASSET INVESTMENT PLAN FUNDING</b>	<b>(26,633,943)</b>	<b>(30,464,504)</b>	<b>(33,734,800)</b>	<b>(19,768,800)</b>	<b>(18,950,334)</b>	<b>(129,552,381)</b>
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<b>NET TOTAL BALANCE OVERALL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(43,134)</b>	<b>(43,134)</b>
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<b>Meeting(s):</b>	Policy & Resources Committee Shetland Islands Council	26 February 2019 26 February 2019
<b>Report Title:</b>	Shetland Islands Council Budget Book 2019/20	
<b>Reference Number:</b>	F-006-F	
<b>Author / Job Title:</b>	Jamie Manson, Executive Manager - Finance	

### 1.0 Decisions / Action required:

- 1.1 That the Policy and Resources Committee CONSIDER information provided by the Chairs of Service Committees/Boards in relation to the 2019/20 Budget recommendations made by their Committees and, as amended, contained in the Budget Book;
- 1.2 That the Council CONSIDER information provided by the Chair of Policy and Resources Committee in relation to the 2019/20 Budget recommendations made by the Committee and contained in the Budget Book;
- 1.3 That the Policy and Resources Committee RECOMMEND that the Council RESOLVE to approve the 2019/20 Budget by:
  - a. Approving the Council Budget Book 2019/20 (Appendix 1);
  - b. Adopting the Formal Resolutions (Appendix 2);
  - c. Agreeing to increase the Council Tax by 3%;
  - d. Approving the Schedule of Charges (Appendix 3); and
- 1.4 NOTE the content of the Service Redesign Briefing (Appendix 4).

### 2.0 High Level Summary:

- 2.1 The purpose of this report, and the accompanying 2019/20 Budget Book, is to summarise the Council's spending plans for the forthcoming financial year.
- 2.2 The 2019/20 Budget Book sets out the proposed revenue budgets for the General Fund, the Harbour Account and the Housing Revenue Account (HRA). The Budget Book also incorporates plans for capital investment for each of the service areas, as part of the 5-year Asset Investment Plan.
- 2.3 The General Fund budget has been developed in conjunction with the Medium-Term Financial Plan 2018/19-2023/24 (the MTFP), which set out expected levels of expenditure for the period. The proposed budget for 2019/20 does not align with the expectations of the MTFP as the Council has been unable to reduce service expenditure to the assumed levels contained in the MTFP. In order to set a

balanced budget, a one-off use of reserves of £3.542m is required to meet the shortfall between planned expenditure and the funding available. The Council has a track record of using its reserves to supplement the funding received from the Scottish Government and Council Tax receipts. However, the one-off use of reserves to meet a recurrent deficit is unsustainable and exceeds the levels that this Council considers to be sustainable in the longer-term, without eroding the investment base.

- 2.4 The proposed budget includes the revised financial settlement as indicated in late January. The revised settlement means the Council will receive an additional £0.719m on top of the provisional allocation set out in December 2018 and reported to Members on 16 January 2019.
- 2.5 The Council now expects to receive a Scottish Government Grant of £79.315m. On a comparative basis this is £1.1m less than it will receive in 2018/19.
- 2.6 The settlement also includes a specific ring-fenced grant of £5m towards the operating costs of Shetland's inter-island ferry services. This allocation is £2.94m short of the £7.94m required to fully fund the ferry service. The Council expects to continue engaging with Transport Scotland throughout the coming year with a view to reaching a fair funding agreement for all ferry services across Scotland.
- 2.7 In the absence of a fair funding settlement from the Scottish Government for the second consecutive year, the Council will need to consider significant reductions to internal ferry services in the near future order to avoid significant reductions across other Council services.
- 2.8 The Council is cognisant of the risk of not achieving an agreement for fair funding for Shetland and the likely impact on the Council's Medium-Term Financial Plan. The Council will therefore seek advice with regard to the feasibility of transferring responsibility for operating internal ferry services from Shetland Islands Council to the Scottish Government.
- 2.9 The greatest challenge facing the Council remains an ever-increasing cost base, arising either from local decisions or externally-imposed changes, for example, centrally-negotiated pay awards or national changes in legislation. Growth included in the budget from pay awards, price inflation and increased service demand amounts to £4.3m (3.9%) more than expected in the MTFP 2019/20 target budget.
- 2.10 The Harbour Account is budgeted to make a surplus during the year, with £6.0m being utilised to support day-to-day General Fund services, with a further £1.350m from anticipated income from Shetland Gas Plant agreements similarly being used to services funded by the General Fund.
- 2.11 The Housing Revenue Account (HRA) proposes to increase rents by an inflation rate of 2% plus an additional £1 per week for bedsits and one-bedroom properties. This is in line with the approved HRA Business Plan 2017-2022 and current rent strategy. The planned investment in the housing stock is supported by a £1.124m draw from HRA Reserve.
- 2.12 The Asset Investment Plan proposes capital investment of over £26m in 2019/20, as part of a 5-year Plan that outlines projects to the value of £129m.

- 2.13 Due to the nature, scale and timing of capital projects, which are generally delivered over more than one financial year, the funding is determined over a five-year planning cycle. The Scottish Government General Capital Grant includes funding that has been re-profiled from prior years and is estimated to be sufficient to balance the 5-year Asset Investment Plan for 2019-24. The 5-year Asset Investment Plan is reviewed on an annual basis to ensure that the plan, year on year, remains affordable.
- 2.14 The next meeting of the Policy and Resources Committee, on 16 March 2019, will consider a report on the Investment Strategy and Prudential Indicators, which will present the Council's prudential indicators that are required following the approval of the budget.
- 2.15 Appendices 1, 2 and 3 of this report provide the 2019/20 Budget Book, which incorporates all of the budgets proposed for revenue and capital, and the formal resolutions in relation to the setting of the Council's budget for financial year 2019/20 and the list of council charges, respectively. Appendix 4 provides an update on Service Redesign Programme activities that Directorates will pursue throughout the course of the year.

### **3.0 Corporate Priorities and Joint Working:**

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget, and is living within its means; and that the Council continues to pursue a range of measures which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes and maintaining a strong and resilient balance sheet.
- 3.2 Despite the work done so far, sustainability in particular is extremely challenging at this time with reducing Scottish Government funding continuing, with no indication of change or a return to pre-2010 levels of funding for local government.
- 3.3 Our medium-term forecast indicates a substantial gap between expected income and projected expenditure. The Council, through the ambitious Service Redesign and Business Transformation Programmes, will focus on transforming services to improve quality, efficiency and more importantly, deliver better outcomes for the community now and in the future.
- 3.4 The Council must address the underlying challenges that have already been highlighted in the Medium-Term Financial Plan, including the anticipation of continued reductions in grant funding and correspondingly reduce service expenditure to ultimately live within its means.

### **4.0 Key Issues:**

- 4.1 Each of the Council's service committees, the Harbour Board and Shetland College Board considered the budget and charging proposals for 2019/20 for the services in their remit at meetings as follows:

Education and Families Committee	25 February 2019
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Development Committee	25 February 2019
Environment and Transport Committee	25 February 2019
Harbour Board	25 February 2019
Shetland College Board	25 February 2019

- 4.2 Earlier on this agenda, the Policy & Resources Committee (26 February 2019) has considered the budget and charging proposals for Corporate and Executive Services.
- 4.3 Similarly, the Policy & Resources Committee (26 February 2019) has considered the budget and charging proposals for the Community Health & Social Care services delivered by the Council that are delegated to the Shetland Islands Health & Social Care Partnership Integration Joint Board (IJB). The Committee also made a recommendation in relation to the funding that the IJB is to receive from the Council.
- 4.4 The IJB is due to meet on 13 March 2019 and will discuss the funding that it will receive from its partners and provide comment thereafter. If those comments are significant, a further report will be prepared for the Committee.
- 4.5 The budget and charging proposals have been prepared in line with the budget targets for 2019/20 as set out in the MTFP and included measures to address cost pressures from a number of sources including an estimated reduction in funding from the Scottish Government. The announcement of the Scottish Government's 2019/20 financial settlement for Shetland Islands Council presents a reduced settlement when compared to 2018/19 but does provide an improved funding scenario of increased Scottish Government Grant of £0.753m when compared to the MTFP forecast (target) for 2019/20.
- 4.6 The Council's Budget Book 2019/20, Formal Resolutions and Schedule of Council Charges are attached as Appendices 1, 2 and 3 respectively to this report.
- 4.7 As part of the revised financial settlement, the cap on increasing Council Tax has been relaxed by the Scottish Government. The Council has flexibility to increase Council Tax by a maximum of 4.79%. The Council recognises the demands placed on local taxpayers if the maximum increase were to be applied, given the existing high cost of living experienced by residents on Shetland.
- 4.8 It is recommended that the Council Tax Band D for 2019/20 increase by 3% to £1,150.64. The budget proposals assume a 98.5% collection rate. An increase of 4.79% would result in a Band D charge of £1,170.64 and additional income of £0.167m.

### **Brief Summary of the 2019/20 Local Government Financial Settlement**

- 4.9 A report was presented to the Special Shetland Islands Council meeting on 16 January 2019 to consider the draft financial package announced on 17 December 2018 for the Shetland Islands Council. This contained a 1.8% reduction in Scottish Government Grant funding and additional cost burdens.

- 4.10 On 31 January 2019, the Stage 1 Budget Bill was debated, with a revised funding package being made available to local government. The Council expects to receive an additional £0.719m from a wider £90m made available to Local Authorities. No additional money for fair funding for ferries has been allocated and the shortfall of £2.94m remains.
- 4.11 Taking into account this additional funding the comparative figures for the settlement are shown in the table below and indicate a Scotland wide funding increase of 4.6% from the current year.

	2018/19 £m	2019/20 £m	Movement £m	Movement %
<b>Total Scotland Funding</b>	<b>10,671</b>	<b>11,161</b>	<b>490</b>	<b>4.6%</b>
Revenue	9,795	10,077	282	2.9%
Capital	876	1,084	208	23.7%
<b>Shetland</b>				
Revenue Distributed	86.147	86.422	0.275	0.3%
/less Specific Ring-Fenced Grants	5.752	7.107	1.355	23.6%
<b>SG Revenue Grant</b>	<b>80.395</b>	<b>79.315</b>	<b>-1.080</b>	<b>-1.3%</b>
Capital	7.743	7.689	-0.054	-0.01%
<b>Total Shetland</b>	<b>88.138</b>	<b>87.004</b>	<b>-1.134</b>	<b>-1.3%</b>

- 4.12 Specific ring-fenced grants of £7.107m in the above table relate to:
- 'fair' ferry funding (£5.0m),
  - pupil equity funding (£0.214m),
  - criminal justice social work (£0.283m) and
  - continued expansion of the early learning and childcare programme (£1.61m).
- 4.13 The total funding package for Shetland Islands Council for 2019/20, confirmed as a single year package, is just over £1m less than that received in the current year, representing a reduction of 1.3%.
- Revenue**
- 4.14 Although the revenue funding in Scotland has increased by 4.6%, the impact of the complex allocation methodology is not the same for each local authority.
- 4.15 This does not mean that the Council avoids the conditions imposed by the Scottish Government. The conditions are:
- Nationally the Pupil/Teacher ratios are to be maintained at 13.7:1;
  - Secure places for all probationers who require one under the teacher induction scheme;
  - Increase Social Care budgets by the Council's proportion of £160m allocated to Health and Social Care and Mental Health over the 2018/19 budget, whilst allowing local authorities the flexibility to offset their adult social care allocations to Integration Authorities in 2019-20 by 2.2% compared to 2018-19 i.e. by up to £50m across all local authorities.
- 4.16 Additional burdens arise from the settlement, such as additional social care expenditure, public sector pay awards and insufficient ferry funding which it is anticipated will cost the Council over £2.94m in 2019/20.

- 4.17 Further information can be obtained on the financial settlement in the report that was presented to Council on 16 January 2019.

### **Capital**

- 4.18 Capital funding expected to reduce in the current 5-Year Asset Investment Plan. The financial settlement confirms that funding withheld from 2016/17 has now been released in 2019/20. This amounts to £1.24m for the Council and have been incorporated into the revised 5-Year Asset Investment Plan.

### **Balancing the General Fund Revenue Budget for 2019/20**

- 4.19 Preparation for the revenue budget started last summer and was subject to scrutiny on a weekly basis by the Corporate Management Team, alongside information sharing and idea-generation away days. In addition, proposals were presented at Members' Seminars in November 2018 and January 2019. As stated above, budget proposals will have been considered by all Service Committees on 25 February 2019.
- 4.20 Setting a balanced budget is only possible with a one-off draw from Reserves of £3.542m.
- 4.21 The Council has faced growth in both the cost of delivering services and genuine growth in demand for services, particularly with regard to social care, children's and infrastructure services. In addition, the Council faces the additional burden of multi-year pay awards that have surpassed the assumptions used to develop the 2019/20 budget yet endorsed by COSLA. Pay awards for local authority staff and teachers have yet to be approved and concluded, which presents a risk that a further increase to the current pay award may be offered – at yet another cost to the Council – in order to bring resolve long-running negotiations.
- 4.22 The Council has developed its budget based on the following assumptions contained in the MTFP:
- The cost of delivering services will continue to increase through inflationary pressure, pay awards, pensions, fuel & energy costs, population changes and through changes in Government policy
  - Scottish Government funding for local government will continue to reduce year-on-year
  - Council tax levy will increase by 3%, plus 1% that takes minor growth in the tax base into account
  - The Council will continue to supplement the funding received from the Scottish Government and the income it raises through Council Tax with its own resources (the Harbour Account, Shetland Gas Plant agreements and returns from long-term investments), and
  - That the Scottish Government honours its commitment to fair funding and provides funding to meet the operating costs of Shetland's inter-island ferry services.
- 4.23 Throughout the course of developing the 2019/20 budget, Directorates have focused on what is required to maintain service provision and deliver their respective priorities. Alongside this service level planning, Directorates have sought to focus on key Service Redesign Projects that cumulatively come together as a Council-wide Service Redesign Programme. The overarching objective of the Service Redesign Programme is to ensure the Council is prepared for a future that

inevitably includes rising costs and increased demand for services whilst receiving less funding from the Scottish Government. The Council will need to balance these conflicting demands whilst adapting to deliver effective services through efficiency and innovation, in order to constrain the growth in service demand expected by 2024.

- 4.24 The Council is required to set a balanced budget and setting the rate of Council Tax that will apply for the forthcoming financial year. For 2019/20, a 3.0% increase in Council Tax is recommended, despite being granted the flexibility to increase Council Tax by a maximum of 4.79%, which could raise an additional £0.167m.
- 4.25 Shetland Islands Council acknowledges that residents in Shetland already face a higher-than-average cost of living, with more than 50% of circa 11,000 households on Shetland experiencing fuel poverty or extreme fuel poverty. The recommendation to increase Council Tax by 3.0% is made by balancing the need to generate additional revenue to support Council services against the demands of a greater increase that would be placed on local taxpayers.
- 4.26 The recommendation to increase Council Tax by 3% will generate approximately £9.737m in Council Tax receipts, assuming a 98.5% collection rate. The Financial Settlement includes £0.28m as an incentive from the Scottish Government to increase Council Tax by 3.0%. A small increase (1%) in the number of properties that will be charged has also been factored into the proposed budget.
- 4.27 Overall, the General Fund budget, presented in the 2019/20 Budget Book is balanced, is prudent and is affordable despite the one-off draw on reserves.

### **The Balance Sheet**

- 4.28 The balance sheet as at 31 March 2018 has Net Assets of £551m, supported by Useable Reserves of £250m.
- 4.29 Long-term assets amount to £802m with approximately 43% forming the basis of the Council's long-term investments, which have been built up over a number of years and based on the useable reserves held, previously established by the Council, plus the growth that has been achieved on those investments (i.e. positive returns).
- 4.30 The Council has long-term external borrowing of £41m and this is expected to increase during this year in accordance with the Asset Investment Plan for 2019-2024, with an additional £5.59m required. It is estimated that long-term borrowing will be around £53m by 31 March 2020.
- 4.31 Earmarked commitments to fund specific projects and funding obligations (for example the Housing Revenue Account working balances) amount to £60.3m as at 31 March 2018. These reserves are required in the both the short and long-term and as such have to be preserved so that the funds are available to meet those obligations if and as they arise. For this reason, their value is not included in the investment base nor used for calculating the sustainable use of investment returns.
- 4.32 The budget proposals are broadly in line with the Financial strategy that:
- maintains useable reserves,
  - does not undermine the long-term investment return assumptions, and

- ensures long-term borrowing requirements are prudent, affordable and sustainable.

### **Sustainability – the case for change**

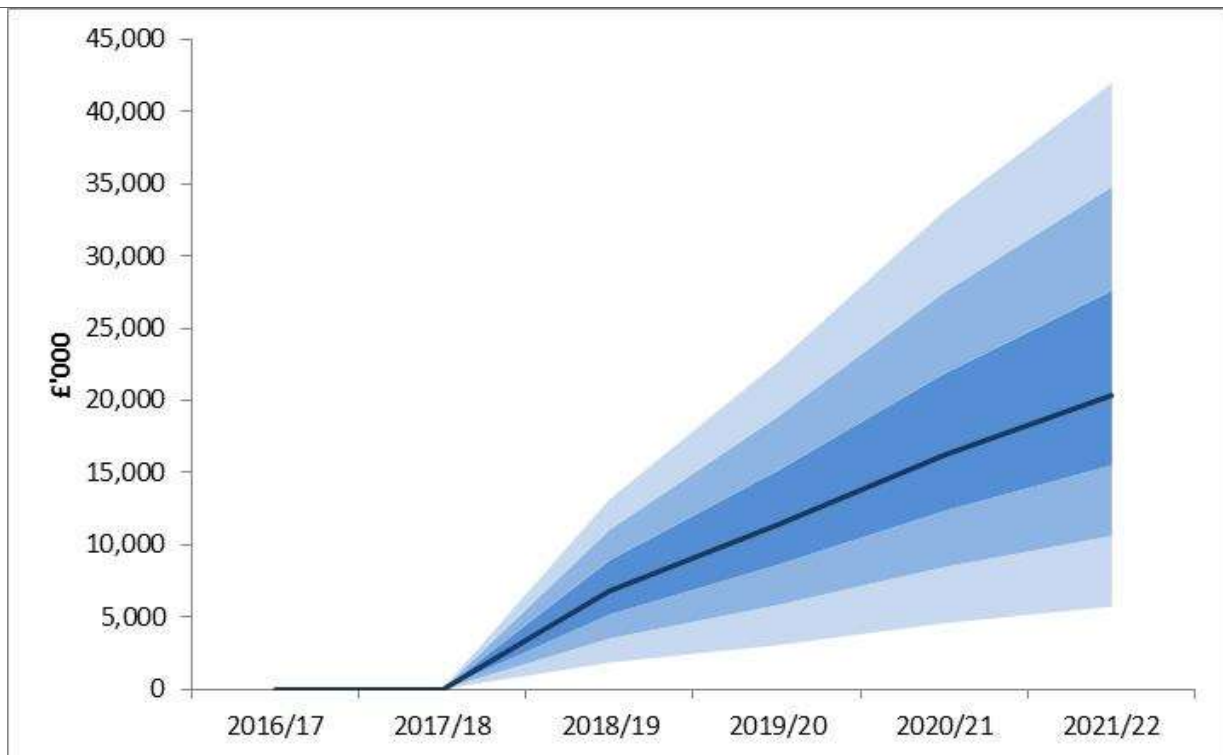
- 4.33 The question of the extent to which the budget is sustainable remains less clear, due to the uncertainty over rising costs and the anticipated reduction of income in the future. These two features of public service delivery mean that new and creative options for transforming the way we do things as a Council are essential. Service Redesign needs to be carried out in the context of how the business can transform and the Council must take the opportunity to embrace this and to move services forward with the express understanding that there are financial limitations by continuing to deliver services as they are currently delivered. Future budgets will need to adapt and Directorate plans, while in line with the Corporate Plan priorities, must consider the financial consequences of not addressing the continuing reduction in resources available.
- 4.34 The funding package for the Council in 2019/20 is a step back, as services did not receive funding that has been sought, but it is not the end of the work, it does not aid the sustainability issue and there is no certainty, if there ever can be, of the value of future funding either for revenue or capital investment in the inter-island ferry services.
- 4.35 It remains important to address the rising costs of services and to seek sustainable ways of achieving the outcomes the Council wants for its community.

### **Preparing for 2020/21 and beyond**

- 4.36 In August 2018 the Council approved the Medium-Term Financial Plan and recognised the future challenges of rising costs and falling income. At that time, it was forecast that a gap of £15.6m (within a range of up to £44m) would exist between income and expenditure if nothing was done about the current service delivery models.

*Shetland Islands Council, Medium Term Funding Gap to 2023/24*





4.37 Assuming that funding for ferries continues into the future, but at a lower level than assumed in the MTFP, it is estimated that the gap of £15.6m will likely increase to ~£22m by 2024. Therefore, the Council needs to continue to identify opportunities and implement the right solutions for Shetland in a way that allows the Council to remain financially sound for the long-term whilst maintaining its ability to direct resources to activities that are of the greatest priority, measured against local outcome aspirations, national policy and statutory duties.

## 5.0 Exempt and/or confidential information:

5.1 None

## 6.0 Implications :

<b>6.1 Service Users, Patients and Communities:</b>	The proposed budgets ensure that there is limited impact on users and communities. Where proposals for service change require it then an equalities impact assessment will require to be carried out and relevant consultation undertaken.
<b>6.2 Human Resources and Organisational Development:</b>	Each individual service will be responsible for addressing human resource issues prior to making any changes to the existing level of service delivery.
<b>6.3 Equality, Diversity and Human Rights:</b>	The proposed budgets ensure that there is limited impact on users and communities. Where proposals for service change require it then an equalities impact assessment will require to be carried out and relevant consultation undertaken.
<b>6.4 Legal:</b>	Under Section 95 of the Local Government (Scotland) Act 1973, there is a requirement for each local authority to make arrangements for the proper administration of their financial

	<p>affairs and that the chief financial officer/Section 95 officer has responsibility for the administration of those affairs, and Section 93 of the Local Government Finance Act 1992 requires the Council to set a balanced budget.</p> <p>Each individual service will be responsible for obtaining the necessary legal advice from Governance and Law prior to making any changes to the existing level of service delivery.</p>
<b>6.5 Finance:</b>	<p>The Council is setting a budget which is affordable in 2019/20 but not sustainable for the future.</p> <p>The Council has reached a positive position through responsible decision-making and taking action on its costs in recent years. This has enabled it to continue to support the General Fund budget with a sustainable use of reserves, which rely on global investment returns.</p> <p>An affordable and sustainable draw from reserves has been determined to be £13.7m, the proposals are out with this sum by £3.542m. The 2019/20 budget will require a net draw on reserves of £17.573m.</p> <p>As a result of the investment returns generated, it is possible for the Council to have a higher cost base for service delivery than other councils. This budget seeks to ensure that the real value of the reserves is protected as far as possible during 2019/20.</p> <p>It is important that the Council continues to approach budgeting in a responsible and prudent manner, to ensure long-term sustainability whilst meeting the challenges presented by reduced funding.</p> <p>A decision to recommend changes to the budget proposals in this report that would result in an increased or decreased draw on the reserves which would mean that the affordable draw from reserves would have to be reconsidered. For example, if the Council decided to increase Council Tax by 4.79%, the draw on reserves would reduce by £0.167m, to £3.375m.</p> <p>Changes to the budget proposals will require a formal amendment and would have to be fully quantified in the Committee decision.</p>
<b>6.6 Assets and Property:</b>	<p>The Medium-Term Financial Plan recommends that the Council focus on effective asset management and a reduction in the number of operational properties used by the Council. The Executive Manager – Capital Programmes will determine the opportunities for maximising revenue income and capital receipts from the property estate.</p> <p>There is an assumption in the Asset Investment Plan that capital receipts will be generated during the year.</p>

<b>6.7 ICT and new technologies:</b>	<p>Business transformation is a crucial element of the Council adapting to the current financial and technological environment. Corporate and Executive Services, in conjunction with Service led redesign, are leading a programme of work that seeks to maximise the benefits that can be achieved from ICT and new technologies.</p>
<b>6.8 Environmental:</b>	<p>This budget proposes continuing work on reducing carbon emissions to support the Council's duty under the Climate Change (Scotland) Act 2009.</p> <p>Each individual service will be responsible for assessing environmental issues prior to making any changes to the existing level of service delivery.</p>
<b>6.9 Risk Management:</b>	<p>There are numerous risks involved in planning the delivery of services for the future and the awareness of these risks is critical to successful financial management.</p> <p>These budgeted assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>There are a number of assumptions around anticipated income levels, returns on investments and cost pressures within the budget that are based on the latest information available and these may vary throughout the year.</p> <p>There is a significant risk around financial sustainability as there is no certainty of the value of future funding either for revenue or capital investment in the inter-island ferry services. This will have a significant impact if not secured for 2020/21 onwards. The Council will continue negotiations with the Scottish Government and Transport Scotland.</p> <p>A significant financial risk exists in relation to the income projections from the Harbour Account, as a result of the volatility around oil tanker volumes, and from the Shetland Gas Plant because of the impact on income from the price of oil and gas. Uncertainty regarding future oil streams and use of Sullom Voe into the future is currently being evaluated.</p> <p>The budget provides for a net 5.2% return on reserves annually which results in an estimated return of over £14m. Taking a long-term view of investment returns is vital to providing assurance that this level of return can be achieved as the value of investments will go down as well as up. A net 5.2% return has been based upon a gross return of 7.3% per annum and is at the upper end of the range over the last 20 years that has seen longer term rates of between 3.56% and 8.49% per annum.</p> <p>Managing the Council's investments through a diversified</p>

	<p>investment strategy and monitoring performance ensures the Council remains in a position to achieve this level of investment return over the long term.</p> <p>These risks are mitigated by using a realistic approach and the most up-to-date information when setting the budget. Also, the inclusion in the overall Council budget of a corporate cost pressure and contingency budget to support volatile and unexpected additional costs.</p> <p>A strong balance sheet and the availability of usable reserves ensure that the Council is prepared for other significant unforeseen events. As at 31 March 2018 an uncommitted General Fund balance of more than £22m is available.</p>	
<b>6.10 Policy and Delegated Authority:</b>	<p>The Policy &amp; Resources Committee is required to make recommendations to the Council as to the estimates of capital and revenue expenditure. The decisions required in this report may only be determined by the Council, in accordance with Section 2.1.3 of the Council's Scheme of Administration and Delegations, including the power to fix the Council Tax.</p> <p>The budget fits within the policies included in the Medium Term Financial Plan. The Chief Executive and Directors will deliver the Council's budget in accordance with the Scheme of Delegations and Financial Regulations.</p>	
<b>6.11 Previously considered by:</b>	Service Committees, as notified in section 4 of the report	

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22 February 2019

**Appendices:**

Appendix 1 – 2019/20 Budget Book  
Appendix 2 – Formal Resolutions  
Appendix 3 – Schedule of Charges  
Appendix 4 – Service Redesign Briefing

**Background Documents:**

None

# Shetland Islands Council



## The Council Budget Book 2019/20

**Corporate Plan Vision:**  
By the end of this plan (2020),  
we want to be known as  
an excellent organisation  
that works well with our partners  
to deliver sustainable services  
for the people of Shetland.

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# Executive Summary

## Introduction

- 1.01 The Shetland Islands Council's 2019/20 budget will ensure that council-provided services across Shetland continue to deliver the best outcomes for Shetland in line with Council's Corporate Plan and the Shetland Partnership Plan.
- 1.02 The Council anticipates receiving £86.422m in revenue funding from the Scottish Government, of which £7.107m is allocated as specific ring-fenced revenue funding.
- 1.03 The budget proposes a 3% increase in Council Tax, which will generate a further £9.737m. Council Tax rates on Shetland will continue to be amongst the lowest across Scotland.
- 1.04 The Council will supplement the General Fund budget with an additional £24.673m from its reserves, including a one-off, unsustainable draw of £3.542m to meet an expected shortfall in funding for the year ahead. This means the Council is able to set a balanced General Fund budget totalling £113.725m.
- 1.05 The financial settlement for Shetland Islands Council includes £5m of specific ring-fenced revenue funding to support the operating costs of inter-island ferry services. This amount is £2.94m less than expected and does not meet the full costs of ferry services. Discussions with the Scottish Government are continuing in order to secure a fair funding agreement for all internal ferry services across Scotland.
- 1.06 The Council has applied on average a 2.98% increase in Harbour fees and charges for the coming year. The Harbour Account is expected to operate with a surplus.
- 1.07 The 2019/20 Housing Revenue Account budget is based on the 5-year business plan and is underpinned by a 30-year financial model. A rent increase on dwellings of 2% has been applied with an additional £1 per week added to the rental of bedsits and one-bedroom properties. The average rent rise amounts to 2.22%.
- 1.08 The 5-year Asset Investment Plan is balanced and affordable, with the costs of borrowing and impact of capital projects on revenue budgets factored into the 2019/20 budget.

## Progress to Date & Financial Outlook

- 1.09 At present the Council is forecasting to overspend on the 2018/19 Budget by £1.6m, largely as a result of unexpected cost pressures outside of the Council's control, such as changes in legislation and centrally-negotiated pay awards.
- 1.10 The medium term is fundamental to how the Council plans ahead in order to meet increasing demands for public services, against a backdrop of continuing reductions in local government funding from the Scottish Government, rising costs of delivering public services and greater economic uncertainty.
- 1.11 For this reason, the Corporate Management Team has endorsed a range of proposals and options for an ambitious Service Redesign Programme which will transform our services resulting in improved quality, efficiency and more importantly, better outcomes for the community. Alongside the redesign of services, the Council will also undertake an equally ambitious Business Transformation Programme that will transform how our services are delivered.
- 1.12 There is an absolute requirement for different ways of working to be identified that can work in Shetland and to move towards implementation of solutions that make better use of modern technology and digital improvements that are planned by 2020.
- 1.13 The Council is extremely fortunate to be able to supplement its annual budget from funds generated by its own resources, but these are not limitless. It is important that the Council continues to approach budgeting in a prudent and responsible way in order to set sustainable budgets in the future, as this represents the greatest benefit for the delivery of Council services in Shetland over the longer term.
- 1.14 The level of funding received from the Scottish Government, other cost pressures and volatility arising from economic uncertainty will be taken into account when looking ahead at the long-term financial sustainability of the Council. Councillors will continue to receive annual updates to the Medium-Term Financial Plan and future budgets will be based in line with the latest iteration to ensure that the responsible and positive approach taken in recent years continues into the future.
- 1.15 The Community Empowerment (Scotland) Act 2015 places Community Planning on a statutory footing. It is important for there to be a process to engage with communities and involve them in decision making, and the Council will be working to strengthen this relationship, particularly with regard to setting budgets, in the year ahead.
- 1.16 One of the existing workstreams in Shetland Community Choices, is to progress and implement participatory budgeting as part of the budget setting process. Participatory budgeting encourages and facilitates idea generation, debate and discussion around areas for improving the community and also in relation to different ways of delivering services efficiently and effectively. The Council will be working to establish a robust participatory budgeting element of its budget-setting processes in the coming year.
- 1.17 A revised Medium-Term Financial Plan will be presented to the Council in Autumn 2019.



## Draw on Reserves

- 1.18 The Council must consider whether its budget is affordable, and for Shetland it is fundamental to consider the extent to which it makes use of the resources it has available – i.e. its reserves. The Council is asked to approve a draw from reserves to balance the 2019/20 budget, shown in the table below:

<b>Draw from Reserves 2019/20</b>	<b>Budgeted Draw from / (Contribution to) Reserves £m</b>
General Fund	24.673
Harbour Account Surplus	(10.793)
Housing Revenue Account	1.124
Asset Investment Plan	2.569
<b>NET BUDGETED DRAW FROM RESERVES 2019/20</b>	<b>17.573</b>

- 1.19 The total net budgeted draw on reserves for 2019/20 is £17.573m. This is achievable on the basis of anticipated returns (from growth and income) from Council investments of over £300m, an operational surplus being achieved on the Harbour Account and a £3.542m one-off draw from reserves.
- 1.20 The Medium-Term Financial Plan outlines the challenges that the Council faces in relation to the next 5 years in terms of delivering a balanced and affordable budget. It incorporates appropriate long-term assumptions about investment returns that can be achieved annually, while at the same time ensuring that the Council has funds to meet its financial commitments, which are of a medium and long-term nature.

## Key Budget Messages

### 1.21 General Fund

- The provisional Financial Settlement for Local Government published in December 2018 has since been revised, with an improved allocation for Shetland Islands Council following the Stage 1 debate of the Budget (Scotland) Bill in the Scottish Parliament on 31 January 2019. The Council anticipates receiving an additional £0.719m of core revenue funding from the Scottish Government, resulting in total core revenue funding of £79.315m plus the existing £7.107m in specific ring-fenced revenue grants which remains unchanged from the allocation made in December.
- Of the £7.107m of specific ring-fenced revenue funding, £5m has been allocated to support the operating costs of Shetland's inter-island ferry services but this does not meet the expectation of £7.94m to fully fund the costs of that service.
- In 2016/17 and 2017/18 funding for Social Care has been channelled through NHS Shetland to the Shetland Community Health and Social Care Integration Joint Board

(the IJB). This is to continue at the same level in 2019/20. It results in £1.3m being received by the Council from the IJB for the delivery of Social Care services.

- £120m is to be transferred from the health portfolio to local authorities for investment in integration authorities, this includes £12m for school counselling services. The Local Government Financial Settlement also sets out a further £40m to extend Free Personal and Nursing Care for under 65s as set out in the Programme for Government, and continued implementation of the Carer's (Scotland) Act 2016. Taken together, the total funding of £160m allocated to Health and Social Care and Mental Health. It has been agreed that local authorities have the flexibility to offset their adult social care allocations to Integrations Authorities in 2019-20 by 2.2% compared to 2018-19 i.e. by up to £50m across all local authorities.
- For Shetland Islands Council, this is estimated to amount to £0.631m (however only £0.583m has been identified to date) which has been included in the proposed budget allocation to the IJB for 2019/20. Additional funding to the IJB is also proposed to cover the cost of pay and price inflation for which savings have not been identified to meet these from within the 2018/19 budget envelope. This means the Council will meet and exceed the requirement to demonstrate additional funding has been passed to the IJB.
- The settlement continues to commit an overall funding package of £88m to support both maintaining the pupil teacher ratio at a national level and ensuring that places are provide for all probationers who require one under the teacher induction scheme. Discussions on teachers' pay are on-going through the tri-partite Scottish Negotiating Committee for Teachers and any additional allocation to fund a negotiated agreement will require to be agreed.
- An indicative allocation has been made of £3.3m for the Barclay implementation costs across Scotland. The distribution across individual authorities is yet to be finalised.
- The Financial Settlement also brings new costs, for example, in the form of a multi-year pay award. The current offer spans 3 years and includes an uplift of 3.5% for 2018/19 (backdated to 1 April), and 3.0% in both 2019/20 and 1920/21. The proposed budget takes account of the latest pay offer for 2018/19 and 2019/20, although it should be noted this is still being negotiated and could result in a different and/or higher award.
- The Medium-Term Financial Plan planned for increasing costs of delivering services in future years. (i.e. growth in service budgets). For 2019/20, the Council expected growth of £4.9m, or 4.6% compared to the previous year. However, the budget proposed contains growth of £5.9m or 5.6% which is a combination of increased costs and unavoidable growth in service demand. Growth of this scale is unsustainable on a medium-term basis.
- The Council manages the financial risks it faces in a number of ways. The key mechanism is through use of a contingency and cost pressure fund held centrally. The contingency fund budget includes an amount for change projects and an amount

for the continuing cost of the apprenticeship levy, these are managed centrally as well as a sum for contingency, the total value of the cost pressure and contingency budget is £1.9m.

- The Council's Capital Financing costs in 2019/20 amount to £1.6m.
- As part Scottish Government's revisions to the Local Government Financial Settlement, the cap on increasing Council Tax has been relaxed. The Council has flexibility to increase Council Tax by a maximum of 4.79%. The Council, however, recognises the demands placed on local taxpayers if the maximum increase were to be applied, given the existing high cost of living experienced by residents on Shetland.
- The budget recommends a 3% increase in the rate of Council Tax for 2019/20. The Council will receive £0.281m from the Scottish Government in its 2019/20 Financial Settlement as an incentive. The budget proposal assumes a 98.5% collection rate.

### **1.22 Harbour Account**

- An operational surplus, excluding income from the Council and the Shetland Gas Plant, is projected to be £6.245m in 2019/20. The Council will use £6m of this to support General Fund Services in 2019/20. This is in line with the assumptions of the Medium-Term Financial Plan.
- The Harbour Charges at Sullom Voe are to be increased by 2.98%. Charges for all other harbours and piers will be increased by 2.98%.
- The Harbour Account generates an income from agreements in relation to the Shetland Gas Plant and this includes ground rent and volume of gas passing through the plant (known as throughput). It is forecast that income arising from these agreements will increase in 2019/20 to £1.35m.
- Capital investment on the Harbour Account in 2019/20 amounts to £8.5m, with the net cost being funded by capital financing costs and capital from current revenue from fees and charges.

### **1.23 Housing Revenue Account**

- The Housing Revenue Account (HRA) budget has been prepared in line with the approved HRA 5-Year Business Plan and underpinning 30-year financial model.
- Capital investment to be funded by the HRA in 2019/20 amounts to £3.526m, taking into account capital financing costs and investment paid for directly from rents received.
- The rent increase for 2019/20 is 2% across all dwellings, plus an extra £1 per week for bedsits and one bedroom properties. The average rent increase equates to 2.22%.

## 1.24 Asset Investment Plan

- The Asset Investment Plan (AIP) provides significant investment in the Council's asset base and infrastructure, focused on maintaining existing assets, in accordance with the capital investment policy.
- An outline ferry vessel and terminal replacement programme has been included in the AIP, with the funding being assumed as receivable from the Scottish Government/Transport Scotland by way of external capital grant. If this is not forthcoming under the Scottish Government's commitment to fair funding for inter-island ferry services, the Council will face significant investment costs that it cannot afford.
- A number of specific projects are being prepared using the Council's adopted Business Case methodology that will result in decisions being taken during 2019/20 and provision has been made to ensure that a prudent, sustainable and affordable plan is in place.
- The borrowing levels proposed in the AIP are within the approved borrowing limits in the current Prudential Indicators and ensures that the Council's capital financing requirement is affordable at this time. A further review of the Prudential Indicators will be undertaken following approval of the budget.

# Introduction to the Budget Report

## Medium Term Financial Plan 2018/19 – 2023/24

2.01 The Medium-Term Financial Plan (MTFP) is the Council's strategic finance document, which provides the framework for financial planning over the next five-year period. The Financial Strategy, Policy, Actions and Engagement includes:

- To take a prudent approach to core Scottish Government funding projections for the next five years; and to take a fairly optimistic approach to the benefits that may be generated from oil and gas related income;
- To recognise the significant risk posed to the General Fund budget from a reliance on external income, over which the Council has no control, the Council should consider the options it has for replacing that income in the event that it falls and/or stops faster and sooner than estimated;
- To take a measured approach to the long-term investment returns that will be generated to ensure an inflation proofed sum can be relied upon as an annual income stream for the General Fund revenue budget;
- To include a modest General Fund revenue budget contingency, taking a risk-based approach, to protect it from unplanned expenditure in-year;
- To consider how longer-term financial planning can be effectively undertaken by the Council;
- To apply the Charging Framework in considering, setting and applying charge for services, recognising the important place income has in addressing rising costs;
- To treat all non-specific grants received as a corporate resource;
- To continue to adopt the Investment Returns Withdrawal Policy, which includes a long-term investment return rate of 7.3% and long-term inflation rate of 2.1%, resulting in an affordable draw from investment returns of 5.2% of the investment returns base;
- To maintain an investment returns base of £264m as at 1 April 2018;
- To focus investment returns on supporting revenue expenditure;
- To adopt a robust pricing policy for the Port to ensure that an annual return on investment is achieved and that the surplus is used to deliver benefit to the Shetland public;
- To deliver the Housing Revenue Account business plan and to work with Partners to maximise the opportunities for the delivery of quality affordable housing in Shetland, one of the Council's top priorities;

- To maintain an uncommitted General Fund Reserve to mitigate the risk of significant unplanned one-off events (such as Major Incident Major Disaster, and the Financial Climate) that the Council may face;
- To adopt a medium-term target of £15.6m of recurring savings being achieved by 2023/24;
- To prioritise Service delivery that is identified as being most likely to successfully achieve the Corporate Plan objectives and outcomes in the long term or is required to fulfil the Council's statutory duties, and to agree to reduce and/or stop those Services that contribute less to outcomes or are a lower priority;
- To continue to build upon the financial management improvements that have already been made, and continue to base decision making on evidence-based reporting, following the building better business cases methodology, demanding fully costed options and recognition that the use of Council resources all come with a cost;
- To continue to set aside an annual sum of Funding for Change and authorise the Director of Corporate Services, in conjunction with the Executive Manager- Finance, to approve the allocation of funding to projects meeting the criteria, subject to the availability of funding;
- To continue the scheme for the Spend to Save and Improvement Funding earmarked within the Council's Usable Reserves and authorise the Director of Corporate Services, in conjunction with the Executive Manager- Finance, to approve the allocation of funding to projects meeting the criteria, subject to the availability of funding;
- To continue to adopt the Capital Expenditure Policy and borrow in specific circumstances for capital investment, that cannot be funded from Capital Grant or capital receipts, the cost of which will be borne by the Service(s) that the investment benefits. Borrowing will be carried out under the Prudential Code framework of prudence, sustainability and affordability in line with the Council's Annual Investment and Treasury Strategy;
- To take action on costs over the life of this MTFP on the basis that Scottish Government funding will not increase nor return to historic funding levels (in real terms);
- Effectively manage annual budgets to maintain discretionary Usable Reserves around current levels to protect the underlying financial resources of the council that can be relied on to provide a stable investment return base (i.e. reserves that are not committed to specific projects);
- To capture savings from improved and robust procurement and commissioning processes, including the re-negotiation of contracts;

- To develop a strategic approach with the Corporate Management Team to resource allocation to determine options that will best focus on delivery of priority outcomes and statutory obligations with the resource limits of the MTFP;
- To acknowledge rising costs and anticipated falling income from the Scottish Government, and agree a plan that identifies what the Council will do to eliminate the gap that exists between income and expenditure in the future which incorporates service re-design proposals and the business transformation programme;
- To structure Services in a way that maximises productivity and operates as efficiently and effectively as is possible;
- To agree Directorate Plan priorities can only be taken forward in the context of the challenging financial forecast in the MTFP, and as a result growth of Services is not permitted;
- To continue to seek all opportunities for political engagement with the Scottish Ministers and Scottish Government in relation to Services for which the Council does not receive its fair share of funding, or where inconsistency exists between Shetland and other local authorities;
- To recognise the importance of oil and gas to the council and to continue to work closely with the locally based companies and wider oil and gas sector to explore how community benefits achieved through the Harbour Account can be continued over the long-term;
- To work closely with partners to identify and deliver cost effective solutions to achieve shared objectives and outcome priorities; and
- To increase community participation in the allocation of resources decisions and to ensure the target of 1% of the Council's Budget being subject to community participation is achieved by 2020.

## **The 2019/20 Budget**

- 2.02 The 2019/20 Council budget is a more detailed financial plan that complements the strategic Medium-Term Financial Plan and helps the Council's in meeting its strategic financial objectives on a yearly basis.
- 2.03 The Budget Book encapsulates all aspects of the Council's business: the General Fund, the Harbour Account, the Housing Revenue Account and our capital investment activity (or the Asset Investment Plan). This means it is clearer for Elected Members to see the full impact that the spending proposals will have on the Council's reserves during the financial year. This is important because the Council relies upon drawing a sustainable and affordable amount from its invested reserves to fund the delivery of services.

## **The Approach to Setting the 2019/20 Budget**

- 2.04 The Medium-Term Financial Plan is the basis for setting the budget. A number of assumptions were made which shaped the budget process, including rising costs of £4.9m (4.6%) and reducing income from the Scottish Government of £1.9m (2.3%).
- 2.05 Initial proposals were made more difficult by growth identified during the early stages of the budget-setting process and from the additional burdens that the Council now faces as a result of external factors, such as the current proposed pay award. In total, growth against the target for the General Fund budget amounts to £4.3m (3.9%), which is unsustainable against the backdrop of continuing reductions to core revenue funding from the Scottish Government.
- 2.06 The assumptions regarding reduced funding from the Scottish Government have been found to be realistic and prudent following the publication of the provisional Financial Settlement in December 2019. The reduction in funding of £1.799m or 2.3% was anticipated by the Council. This has now been superseded by revisions by the Scottish Government and most importantly by the funding package announced as part of the Stage 1 Budget Bill debate on 31 January 2019. The Council benefits to the value of £0.719m from a wider share of £90m made available to Local Government. No additional money for fair funding for ferries has been allocated however, and a shortfall of £2.94m remains.
- 2.07 In addition, the Scottish Government has relaxed the cap on increasing Council Tax from 3% to 4.79%. The Council could raise an additional £0.167m if it decided to increase Council Tax by 4.79% instead of 3% as planned.
- 2.08 The Scottish Government has further committed to bringing about changes to local taxation including:
- introduction of legislation for a transient visitor tax (i.e. tourist tax);
  - amending existing legislation permitting authorities to introduce a workplace parking levy; and
  - devolution of Non-Domestic Rates Empty Properties Relief to authorities in time for the next revaluation.



- 2.09 There is also commitment from Scottish Government to part-fund the following budget pressures facing local authorities in respect of teachers (although no indicative allocations have yet been made) as follows:
- pay award –confirmed it will fully fund its share of the revised pay award for teachers; and
  - pensions – confirmed its intention to pass on the consequential it gets from the UK Government (once confirmed in March) to meet the 5% increase from April 2019 in employer contributions for teachers' pensions.
- 2.10 Finally, the Scottish Government has confirmed plans to move towards 3-year funding settlements from 2020/21 and to develop a new framework for local government funding to be introduced in the next Parliament.
- 2.11 The outcome of this budgeting exercise is that the aggregated budget proposals put forward by directorates exceed the overall budget target defined by the MTFP by £3.542m. This budget deficit could be reduced to £3.375m if the Council decides to increase Council Tax by 4.79%.
- 2.12 The objective of the Shetland Islands Council Budget Book 2019/20 is to provide a high-level summary of the Budget proposals and their contribution towards delivering the MTFP and the impact on the Council's reserves.
- 2.13 The detailed budget proposals for each area of the Council are set out in separate reports, which were presented to Service Committees on 25 February 2019. This report guides Councillors to those other reports where more detailed information can be found on General Fund services, the Harbour Account, the Housing Revenue Account and the Asset Investment Plan.

### **Spend to Save and Improvement Fund**

- 2.14 The Council has a Spend to Save and Improvement Fund. The purpose of the scheme is to provide up front funding to a service in order to effect a change that will result in recurring savings in the future. It is expected to work in conjunction with the Funding for Change budget included annually in the revenue budget. The Funding for Change budget will initially be used to fund feasibility studies to bring a project forward to a stage where a decision can be made to implement. The Spend to Save and Improvement Fund would be used to fund project implementation for those, which meet the necessary criteria. The scheme is outlined in the MTFP and more information is available from the Accounting team if required.

## Linking the 2019/20 Budget to the Council's Corporate Plan

- 3.01 The 2019/20 General Fund budget proposes to incur net expenditure of £113.725m delivering public services to the community of Shetland during the next financial year.
- 3.02 Although budgets have reduced in recent years, with the Council moving closer to a sustainable financial position, Shetland Islands Council is still providing some of the highest-funded public services of any local authority in Scotland.
- 3.03 During that time, the Council has sought to maximise the potential impact of the available funding for services by targeting resources towards the key priorities of the Council as set out in its Corporate Plan. In line with the new MTFP, the opportunity should be taken by Directors to prioritise the delivery of services that contribute most effectively to the successful delivery of the Corporate Plan objectives and outcomes in the long term, the Council's statutory duties and the Service Redesign Programme

## The 2019/20 General Fund Budget

4.01 The 2019/20 General Fund budget is set out in the table below:

Line No.	Description	2019/20 £000	2019/20 IJB Centrally Managed Costs £000	2019/20 £000
1	Chief Executive & Cost of Democracy	1,721		1,721
2	Children's Services	44,588		44,588
3	Community Health & Social Care Services	22,028	1,254	23,282
4	Corporate Services	9,488	(161)	9,327
5	Development Services	13,644		13,644
6	Infrastructure Services	22,444	(1,093)	21,351
7	Corporate Services (Fund Manager Fees)	1,387		1,387
8	<b>GENERAL FUND SERVICES NET EXPENDITURE (equals lines 1 - 7)</b>	<b>115,300</b>	<b>0</b>	<b>115,300</b>
9	Allocation to the Integration Joint Board (IJB)	22,004		22,004
10	Allocation to the Integration Joint Board (Audit Fee)	15		15
11	Contribution from the Integrated Joint Board (IJB)	(23,282)		(23,282)
12	<b>NET CONTRIBUTION FROM THE IJB (equals lines 9 - 11)</b>	<b>(1,263)</b>	<b>0</b>	<b>(1,263)</b>
13	Contingencies, Funding for Change and Budget Pressures	1,904		1,904
14	Capital Financing Costs	1,592		1,592
15	Spend to Save	250		250
16	Support Recharges to Harbour Account, HRA and Capital	(2,910)		(2,910)
17	Interest on Revenue Balances	(14)		(14)
18	Economic Development Investment Income	(1,134)		(1,134)
19	<b>TOTAL NET GENERAL FUND EXPENDITURE (equals line 8 plus line 12 plus lines 13 - 18)</b>	<b>113,725</b>	<b>0</b>	<b>113,725</b>
	<b>FUNDED BY:</b>			
20	General Revenue Grant/NNDR (Scottish Government Allocation)	(79,315)		(79,315)
21	Council Tax	(9,737)		(9,737)
22	<b>TOTAL CORE FUNDING (equals lines 21 - 22)</b>	<b>(89,052)</b>	<b>0</b>	<b>(89,052)</b>
	<b>Deficit to be funded from Reserves</b>			
23	Draw on Reserves – Core Expenditure General Fund	(17,073)		(17,073)
24	Draw on Reserves – Spend to Save	(250)		(250)
25	Draw on Reserves – Equivalent to Harbour Account Surplus	(6,000)		(6,000)
26	Shetland Gas Plant Contribution	(1,350)		(1,350)
27	<b>TOTAL FUNDING FROM RESERVES (equals lines 23 - 26)</b>	<b>(24,673)</b>	<b>(0)</b>	<b>(24,673)</b>
28	<b>TOTAL FUNDING (equals line 22 plus line 27)</b>	<b>(113,725)</b>	<b>0</b>	<b>(113,725)</b>
29	<b>BALANCED BUDGET (line 19 plus line 28)</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Expenditure

4.04 The General Fund services net expenditure is budgeted to be £114.037m in 2019/20 (as shown at Line 8 plus line 12 in the table at 4.01) which represents the spending on day-to-day Council services. The table below shows how the Directorate budgets reconcile to the detailed budget proposal reports that have been through the Service Committee meetings on 25 February 2019:

Directorate	Development Committee £000	Education & Families Committee £000	Environment & Transport Committee £000	Policy & Resources Committee £000	College Board £000	Total £000
Executive & Corporate				12,596		<b>12,596</b>
Children's		44,588				<b>44,588</b>
Community Health & Social Care				22,028		<b>22,028</b>
Integration Joint Board				(1,263)		<b>(1,263)</b>
Development	6,912	357	6,696		(321)	<b>13,644</b>
Infrastructure			22,444			<b>22,444</b>
<b>TOTAL</b>	<b>6,912</b>	<b>44,945</b>	<b>29,140</b>	<b>33,361</b>	<b>(321)</b>	<b>114,037</b>

4.05 The detailed General Fund budgetary information, which underpins this section of the budget report, can be found in the following Budget Proposals Reports (including appendices) which were presented to Service Committee Meetings.

Education & Families Committee 25 February 2019	<b>F-008-F</b> 2019/20 Budget & Charging Proposals Education and Families Committee <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
Environment & Transport Committee 25 February 2019	<b>F-001-F</b> 2019/20 Budget and Charging Proposals Environment and Transport Committee <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
Development Committee 25 February 2019	<b>F-009-F</b> 2019/20 Budget and Charging Proposals Development Committee <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
Shetland College Board 25 February 2019	<b>F-010-F</b> 2019/20 Budget Proposals for Shetland College <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
Policy and Resources Committee 26 February 2019	<b>F-007-F</b> 2019/20 Budget and Charging Proposals Community Health and Social Care Integration Joint Board <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>

## Council-wide Budgets and Contingency

4.06 A figure of £3.746m has been included in the General Fund budget to cover aspects of Council business that are of a Council-wide nature. These include capital financing costs, funding for change projects, spend to save projects, cost pressures and contingency items, (as set out in Lines 21 to 23 of the table at 4.01).

4.07 As these budget lines covers Council-wide issues, they are held centrally by the Executive Manager – Finance, and funds will only be released when the Executive Manager – Finance is satisfied that the cost pressure has materialised or the conditions exist to legitimately release contingency, spend to save and capital costs.

4.08 The following tables show how the budget of £3.746m has been calculated:

Category	Description	Allowance in 2019/20 Budget (£000)
Budget Pressure	<b>Apprenticeship Levy:</b> This is to meet the levy being applied by the Government (0.5% of pay bill).	474
Budget Pressure	<b>O &amp; S Valuation Joint Board:</b> The implications of the Barclay Review have not yet been translated into additional funding requirement which will require to be met by the Council.	51
Budget Pressure	<b>Primary Teachers required to meet National Class Sizes:</b> This is to meet the estimated cost of additional teachers in line with class size requirements.	155
<b>Budget Pressures</b>		<b>680</b>
<b>Capital Financing Costs</b>	This is to meet the existing financing charges for external borrowing.	<b>1,592</b>
<b>Spend to Save</b>	To provide funding for project which will in future reduce the ongoing revenue funding on an ongoing basis.	<b>250</b>
<b>Funding for Change</b>	To provide funding for transformational change across the organisation to be able to meet the budget reductions expected by 2020.	<b>500</b>
<b>Contingency</b>	This will provide a contingency budget for a range of possible contingencies, which services have identified, may arise in 2019/20 across services.	<b>724</b>
<b>TOTAL COUNCIL-WIDE BUDGETS AND CONTINGENCY</b>		<b>3,746</b>

## Funding

- 4.09 The Scottish Government is providing £79.315m of funding for General Fund services to Shetland Islands Council in 2019/20. This funding represents the Council's General Revenue Grant and includes the level of income that the Council will receive from the National Non-Domestic Rates Pool. This is £1.080m less than last year's revised settlement of £80.395m.
- 4.10 The Council will contribute funding from its investment returns and from income generated annually from the Harbour Account in order to fund an enhanced level of service to the population of Shetland. The total amount to be drawn from reserves to support the General Fund is budgeted to be £24.673m in 2019/20 (Line 27 in the table at 4.01)
- 4.11 The Council is required to set a balanced budget and therefore must set a rate of Council Tax to be applied in the financial year. The Shetland Islands Council currently has the fourth-lowest level of Council Tax in Scotland whilst providing arguably the best funded services.
- 4.12 It is proposed to raise the Council Tax by 3% for financial year 2019/20; a Band D property will incur an annual charge of £1,150.64. At this rate of taxation, with a small increase in the number of properties, it is expected that the Council will generate £9.737m from Council Tax during 2019/20.
- 4.13 The Scottish Government has relaxed the cap on increasing Council Tax from a maximum of increase of 3% to 4.79%. This would result in a Band D property incurring an annual charge of £1,170.64 and raise additional income of £0.167m.

## The 2019/20 Harbour Account Budget

5.01 The proposed budget for the Harbour Account is as follows:

Line No.	Description	2019/20 £000
1	Sullom Voe	12,787
2	Scalloway	1,454
3	Other Piers	758
4	Jetties & Spur Booms	3,074
5	Terminals	1,662
6	<b>REVENUE EXPENDITURE (equals lines 1 - 5)</b>	<b>19,735</b>
7	Harbour Fees & Charges	(25,297)
8	Jetties & Spur Booms	(3,074)
9	<b>REVENUE INCOME (equals lines 7 - 8)</b>	<b>(28,371)</b>
10	<b>HARBOUR ACTIVITY NET REVENUE SURPLUS (equals lines 6 - 9)</b>	<b>(8,636)</b>
11	<b>CAPITAL EXPENDITURE</b>	<b>8,500</b>
12	Capital Receipts	(19)
13	Other Government Grants	(500)
14	External Borrowing	(5,590)
15	<b>CAPITAL INCOME</b>	<b>(6,109)</b>
16	<b>NET CAPITAL DRAW (equals lines 11 plus 15)</b>	<b>2,391</b>
17	<b>TOTAL HARBOUR ACTIVITY SURPLUS (equals line 10 plus line 16)</b>	<b>(6,245)</b>
18	Internal contribution from the General Fund for terminal berthing charges	(3,198)
19	Shetland Gas Plant	(1,350)
20	<b>TOTAL SURPLUS (equals line 17 - 19)</b>	<b>(10,793)</b>
21	Contribution to the Reserve Fund	10,793
22	<b>BALANCED HARBOUR ACCOUNT (line 20 plus line 21)</b>	<b>0</b>

5.02 The Sullom Voe Terminal operator requires a 24-hour, 7 day per week harbour operation to facilitate tanker movements. From the point of view of the Council, this means that there is a requirement to continue to incur a high level of expenditure to maintain this level of service against what has been a trend of reducing tanker numbers, leaving the risk of financial loss with the Council. Charges are set in this context and have been increased by 2.98% for 2019/20.

5.03 It is proposed to increase charges for other harbours and piers, by an average of 2.98%. The increase on charges is to contribute to national cost pressures relating to pay and pensions.

- 5.04 Overall, the Council forecasts that the surplus generated on ports and harbours activities will meet the requirement in the Medium-Term Financial Plan for 2019/20.
- 5.05 The berthing charge for the inter-island ferry use of shore-based ferry terminal assets results in net income of £3.198m in 2019/20.
- 5.06 Income from the Shetland Gas Plant throughput activity is anticipated to increase in 2019/20 due to fluctuating gas and oil prices, therefore it has been estimated that there will be additional income of £0.8m over the ground rent of £0.55m at £1.35m.
- 5.07 The detailed Harbour Account budgetary information, which underpins this section of the budget report, can be found in the following budget proposals report (including appendices) which was presented to the Harbour Board on 26 February 2019:

**Harbour Board**  
**26 February**  
**2019**

**F-002-F**  
2019/20 Budget and Charging Proposals Harbour Board  
<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=>



## The 2019/20 Housing Revenue Account Budget

6.01 The 2019/20 Housing Revenue Account budget is set out in the table below:

Line No.	Description	2019/20 £000
1	Supervision & Management	870
2	Repairs & Maintenance	2,338
3	Void Rents & Charges	170
4	Garages	30
5	Capital Charges - Dwellings	1,279
6	<b>REVENUE EXPENDITURE (equals lines 1 - 5)</b>	<b>4,687</b>
7	Rents - Dwellings	(6,847)
8	Rents - Other i.e. garages/sites etc	(242)
9	<b>REVENUE INCOME (equals lines 7 - 8)</b>	<b>(7,089)</b>
10	<b>NET REVENUE SURPLUS (equals line 6 plus line 9)</b>	<b>(2,402)</b>
11	<b>CAPITAL EXPENDITURE</b>	<b>3,546</b>
12	Capital Receipts	(20)
13	<b>NET CAPITAL DEFICIT (equals line 11 plus line 12)</b>	<b>3,526</b>
14	<b>TOTAL DEFICIT</b>	<b>1,124</b>
15	Contribution from Housing Revenue Account (Reserves)	(1,124)
16	<b>BALANCED HOUSING REVENUE ACCOUNT BUDGET (equals line 14 plus line 15)</b>	<b>0</b>

6.02 The objective of the 2019/20 Housing Revenue Account (HRA) budget is to deliver a sustainable position and minimise rent increases for the year in line with the approved 5-Year Business Plan, which has been developed in conjunction with a 30-year financial model.

6.03 The proposal on rents is to remove the disparity in rents between smaller and larger properties as the distinction is no longer reasonable, and this is in line with tenant feedback. Rents are due to increase by 2%, with an additional £1 per week being added to rents for bedsits and one-bedroom properties for 2019/20.

6.04 The capital expenditure in the Asset Investment Plan is set at £3.546m in 2019/20. This is in line with the 5 Year Business Plan and long-term financial model.

6.05 The detailed HRA budgetary information, which underpins this section of the budget report, can be found in the following budget proposals report (including appendices) which was presented to the Development Committee on 25 February 2019:

<b>Development Committee 25 February 2019</b>	<b>F-011-F</b> 2019/20 Housing Revenue Account Budget and Charging Proposals <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
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## The 2019/20 Asset Investment Plan (Capital Programme)

7.0 The 2019/20 Asset Investment Plan is set out in the table below:

Line No.	Description	2019/20 Budget £000
1	New Developments	8,014
2	Maintenance of Existing Assets	9,673
3	Housing Revenue Account Projects	3,546
4	Potential Projects	2,701
5	Fairer Funding for Ferries Projects	2,700
<b>6</b>	<b>TOTAL EXPENDITURE (equals lines 1 - 5)</b>	<b>26,634</b>
7	Scottish Government General Capital Grant	(7,689)
8	Other Capital Grants	(1,837)
9	Capital Receipts (General Fund, HA and HRA)	(294)
10	Capital Funded from Current Revenue (Harbour and HRA)	(5,917)
11	Capital Grant Unapplied	(38)
12	Draw on Reserves – Spend to Save Reserve	(755)
13	Draw on Reserves – General Capital Reserve	(1,814)
14	Fair Funding for Ferries	(2,700)
<b>15</b>	<b>TOTAL FUNDING (equals lines 7 - 14)</b>	<b>(21,044)</b>
<b>16</b>	<b>FUNDING SHORTFALL (equals line 6 plus line 15)</b>	<b>5,590</b>
17	Borrowing	(5,590)
<b>18</b>	<b>TOTAL BORROWING (equals lines 17)</b>	<b>(5,590)</b>
<b>19</b>	<b>TOTAL FUNDING AND FINANCING (equals line 15 plus line 18)</b>	<b>(26,634)</b>
<b>20</b>	<b>BALANCED ASSET INVESTMENT PLAN (equals line 6 plus line 19)</b>	<b>0</b>

7.02 There are 13 key criteria for capital investment planning included within the Medium-Term Financial Plan. These are:

- No growth in the operational asset base;
- Capital expenditure is primarily focussed on the capital maintenance of existing assets;
- A gateway process will ensure strategic fit is demonstrated early and decisions are taken at key stages. This will be supported by a full business case, including projected future demand, and options and investment appraisal process before a project can be considered for inclusion on the Asset Investment Plan;

- No project will be considered for inclusion on the Asset Investment Plan, and existing projects will be removed, unless they have a robust financial estimate of cost. The Executive Manager – Finance will determine whether the financial estimates of cost are robust;
- All capital projects must clearly demonstrate the revenue consequences arising from a capital spending decision to assist Elected Members in understanding the full financial impact;
- The focus will be on effective asset management, driven forward through the Asset Strategy and Implementation Plan. This will ensure that the Council occupies a reduced number of properties in the future.
- Scottish Government Capital Grant will be applied initially to short life assets (e.g. vehicles, ICT, certain maintenance);
- Capital Receipts will be targeted at core capital maintenance costs.
- Capital Funded from Current Revenue (CFCR) will be used where appropriate to fund low value, shorter life capital expenditure.
- Where available and determined as appropriate by the Executive Manager – Finance, other assets may be funded from Capital Grants, Capital Receipts and CFCR;
- All other capital expenditure will be financed by borrowing. If interest rates are lower than the return on the long-term investments described in the Medium-Term Financial Plan, external borrowing will be undertaken. If interest rates are higher than investment returns, internal borrowing will be undertaken;
- The service(s) that benefit from the capital asset will be required to make sufficient revenue savings to free up budget to pay for the cost of capital (interest charges and principal repayments of debt) based on the amount borrowed. This will be calculated on the amount borrowed;
- Capital financing products are affected by external and financial market factors and can develop in a way that may enable the Council to achieve its Corporate Plan outcomes through alternative means. Where new capital financial opportunities arise, such as Scottish Government Initiatives like the National Housing Trust models, then the Executive Manager Finance will give consideration to such products, subjecting them to financial viability, affordability and risk tests, and make a recommendation prior to proceeding.

7.03 The level of borrowing required to finance the Asset Investment Plan is called the Capital Financing Requirement (CFR). The Council will be able to manage limits for borrowing based on what it thinks is prudent, affordable and sustainable through annually agreeing Prudential Indicators as part of the Annual Borrowing and Investment Strategy.

## Asset Investment Plan 2019/20 to 2023/24

- 7.04 The Asset Investment Plan proposes to spend £129.552m over the next five years, which represents a significant investment in the Council's infrastructure, and this will require borrowing of £6.570m to meet the funding shortfall.
- 7.05 The focus of the Asset Investment Plan over the five years is on the maintenance of existing assets rather than the creation of new assets.
- 7.06 Over 40% of the Plan focuses on the vessels and terminals that are required to support inter-island ferry services. The funding for the vessel and terminal replacement programme is subject to ongoing dialogue with Transport Scotland and a successful conclusion to that dialogue, with the Scottish Government meeting its commitment to fair funding for the inter-island ferry services being fundamental to the affordability of this programme.
- 7.07 The detailed Capital Programme (Asset Investment Plan) budgetary information, which underpins this section of the budget report, can be found in the following budget proposals report (including appendices) which was presented to the Policy & Resources Committee on 26 February 2019.

<b>Policy &amp; Resources Committee 26 February 2019</b>	<b>F-012-F</b> Proposed 5 Year Asset Investment Plan 2019/20-2023/24 <a href="http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=">http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=</a>
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**Shetland Islands Council – Budget Estimates 2019/20****The Formal Resolutions Required:****Recommendation**

It is recommended that to provide for the expenses foreseen in the Budget Estimates for 2019/20, the Council RESOLVE THAT:-

1. they IMPOSE and LEVY the following assessments for the period from 1 April 2019 to 31 March 2020.

**NON DOMESTIC RATES**

- (a) **THE SHETLAND ISLANDS COUNCIL DO DECERN AND ORDAIN** the whole occupiers in Shetland Islands liable for the aforesaid assessments, to make payment thereof to the Executive Manager - Finance, either by ten instalments, as near equal amounts as practicable, the first on or before 1 April 2019 and at monthly intervals thereafter, or in a single payment on or before 30 September 2019.

**COUNCIL TAX**

- (b) **Council Tax:** Council Tax of £1,150.64 – Band D equivalent, on all chargeable dwellings in Shetland and to be paid by the persons liable therefor under the Local Government Finance Act 1992, as amended by the Local Government etc. (Scotland) Act 1994.
- (c) **THE SHETLAND ISLANDS COUNCIL DO DECERN AND ORDAIN** the persons liable as described in the Local Government Finance Act 1992, in respect of chargeable dwellings referred to in paragraph 1 (b) for the aforesaid assessments to make payment thereof to the Executive Manager - Finance, either by 10 monthly instalments, as near equal in amount as practicable, the first on or before 1 April 2019 and at intervals thereafter, or in a single payment before 1 June 2019.

**2. NON DOMESTIC RATES APPEALS**

- (a) The Council adopt the following regulations with regard to the lodging and hearing of appeals against rates, in terms of Section 238 of the Local Government (Scotland) Act 1947, viz:
  - (b) persons complaining that they have been improperly charged, must lodge their appeals with the Executive Manager - Finance not later than 28 days after receipt of a rates demand note and these appeals will be heard by Council on a date to be notified to appellants. Appellants may appeal personally in support of their appeals or be represented by an agent.
  - (c) no appeal against the valuation entered in the valuation roll is competent.
3. The de minimis sum (used to establish whether expenditure of a capital nature should be charged to capital or revenue) for the year commencing 1 April 2019 should be set equal to £10,000.



## ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Directorate	Service	Director or Executive Manager	Activity	Charge	Unit	2018/19 Charge £	2019/20 Charge £	Variance %	Reason where no change
Chief Executive	Executive Services	Peter Peterson	Town Hall	Meeting / Talk / Workshop (Maximum of 60 people)	per hour		23.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Small Event Booking / Minor Kitchen Use (Maximum of 60 people)	per hour		25.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Small Event Booking / Full Kitchen Use (Maximum of 60 people)	per hour		30.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Meeting / Talk / Workshop (More than 60 people)	per hour		38.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Large Event Booking / Minor Kitchen Use (More than 60 people)	per hour		40.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Large Event Booking / Full Kitchen Use (More than 60 people)	per hour		45.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Wedding / Dinner Dance (Maximum of 60 people)	per hour		30.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Wedding / Dinner Dance (More than of 60 people)	per hour		50.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Kitchen (Catering Use)	per hour		25.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Clean Up Charge	per event		150.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Preparation Time before event (Evening (Up to 10:30pm) and Saturday)	per hour		22.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Preparation Time before event (Late Evening (After 10:30pm) and Sunday)	per hour		25.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Evening (Up to 10:30pm) and Saturday Surcharge - Applied to the applicable hourly rate for the event.			25%	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Late Evening (After 10:30pm) and Sunday Surcharge - Applied to the applicable hourly rate for the event.			40%	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Cancellation Charges - cancellation of room bookings must be confirmed at least 5 days before the date or the full charge is payable. These bookings will not be transferred to another date.		25% of full charge	25% of full charge	n/a	
Chief Executive	Executive Services	Peter Peterson		Up Helly Aa	per hour		58.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Up Helly Aa - Cleaning Costs	per event		575.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Use of Meeting Equipment	per event		10.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Tea & Coffee	per person	1.48	1.50	1.35	
Chief Executive	Executive Services	Peter Peterson		Tea, Coffee & Biscuits	per person	2.00	2.00	0	Will increase next year.
Chief Executive	Executive Services	Peter Peterson		Set of Cutlery Items	per item		0.50	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Crockery Items	per item	0.23	0.25	8.70	
Chief Executive	Executive Services	Peter Peterson		Tea / Coffee Pot	per item	1.03	1.10	6.80	

Chief Executive	Executive Services	Peter Peterson		Water Jugs	per item	0.62	0.65	4.84	
Chief Executive	Executive Services	Peter Peterson		Stacking Chair	per item	0.56	0.60	7.14	
Chief Executive	Executive Services	Peter Peterson		Table 4 ft or 6 ft	per item	5.37	5.50	2.42	
Chief Executive	Executive Services	Peter Peterson		Chair Covers (Wedding)	per item		0.50	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Table Cloths (Wedding)	per item		2.00	n/a	Revised charging structure.
Chief Executive	Executive Services	Peter Peterson		Performing Rights Society Charges - cost of licence will depend on the nature of event This will be determined at the time of booking.	per event		Various	n/a	Revised charging structure.
Corporate Services	Governance and Law	Jan Riise	<b>Property Enquiry Certificates</b>	Property Enquiry Certificates	per certificate	115.00	115.00	0	Renewed every 3 years.
Corporate Services	Governance and Law	Jan Riise	<b>Civil Marriages</b>	Registration Office - office hours - no guests - accommodation and attendance fee	per event	55.00	55.00	0	Statutory Marriage notice fees are due to increase from 1/4/2019 to £45 per notice, no extract increase is planned at the moment. Therefore notice fees will increase from £60 to £90 putting a £30/17% increase on the overall fee.
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - no guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - no guests - <b>TOTAL CHARGE</b>	per event	180.00	210.00	16.67	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - accommodation and attendance fee	per event	105.00	105.00	0	Statutory Marriage notice fees are due to increase from 1/4/2019 to £45 per notice, no extract increase is planned at the moment. Therefore notice fees will increase from £60 to £90 putting a £30/13% increase on the overall fee.
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - office hours - guests - <b>TOTAL CHARGE</b>	per event	230.00	260.00	13.04	
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - accommodation and attendance fee	per event	155.00	155.00	0	Marriage notice fees are due to increase from 1/4/2019 to £45 per notice, no extract increase is planned at the moment. Therefore notice fees will increase from £60 to £90 putting a £30/11% increase on the overall fee.
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - <b>statutory charges</b>	per event	125.00	155.00	24.00	
Corporate Services	Governance and Law	Jan Riise		Registration Office - outwith office hours - guests - <b>TOTAL CHARGE</b>	per event	280.00	310.00	10.71	
Corporate Services	Governance and Law	Jan Riise		Outwith Registration Office (authorised venue) - <b>statutory fees</b>	per event	125.00	155.00	24.00	



Corporate Services	Governance and Law	Jan Riise	LICENSING (Scotland) Act 2005 (New)	Outwith Registration Office (authorised venue) - attendance fee	per event	205.00	205.00	0	Statutory Marriage notice fees are due to increase from 1/4/2019 to £45 per notice, no extract increase is planned at the moment. Therefore notice fees will increase from £60 to £90 putting a £30/9% increase on the overall fee.
Corporate Services	Governance and Law	Jan Riise		Outwith Registration Office (authorised venue) - <b>TOTAL CHARGE</b>	per event	330.00	360.00	9.09	
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 5 miles from Registration Office	per event	5.00	5.00	0	no change in HMRC mileage rate - fee already covers more than actual mileage cost
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 10 miles from Registration Office	per event	10.00	10.00	0	no change in HMRC mileage rate - fee already covers more than actual mileage cost
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - up to 20 miles from Registration Office	per event	20.00	20.00	0	no change in HMRC mileage rate - fee already covers more than actual mileage cost
Corporate Services	Governance and Law	Jan Riise		Travel Costs for a Registrar attendance at an Approved Place - Over 20 miles	per event	40.00	40.00	0	no change in HMRC mileage rate - fee already covers more than actual mileage cost
Corporate Services	Governance and Law	Jan Riise		Ferry fares at standard return costs will be added to the travel costs where appropriate	per event	variable	variable	-	as per actual costs
Corporate Services	Governance and Law	Jan Riise		All Accommodation and Attendance Fees include non-refundable amount	per event	32.00	33.00	3.13	
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 1		200.00	210.00	5.00	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 2		800.00	850.00	6.25	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 3		1,100.00	1,100.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 4		1,300.00	1,300.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 5		1,700.00	1,800.00	5.88	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Initial premises application fee - category 6		2,000.00	2,000.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 1		180.00	180.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 2		220.00	220.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 3		280.00	280.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 4		500.00	500.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 5		700.00	700.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Annual premises licence fee - category 6		900.00	900.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) substitution of manager		31.00	35.00	12.90	
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) minor		20.00	20.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Vary premises licence 29(1) other		155.00	160.00	3.23	
Corporate Services	Governance and Law	Jan Riise		Transfer by licence holder 33(1) with variation		230.00	240.00	4.35	
Corporate Services	Governance and Law	Jan Riise		Transfer by licence holder 33(1) with no variation		155.00	160.00	3.23	

Corporate Services	Governance and Law	Jan Riise		Transfer by another person 34(1) with variation		230.00	240.00	4.35	
Corporate Services	Governance and Law	Jan Riise		Transfer by another person 34(1) with no variation		155.00	160.00	3.23	
Corporate Services	Governance and Law	Jan Riise		Temporary premises licence 47(2)		230.00	230.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Occasional licence 56(1)		10.00	10.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Extended hours 68(1)		10.00	10.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Personal licence 72(1)		50.00	50.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Replacement personal licence 92(1)		35.00	35.00	0	Statutory Fee
Corporate Services	Governance and Law	Jan Riise		Replacement premises licence 53(1)		35.00	35.00	0	Statutory Fee
ALL SERVICES	ALL	ALL	ALL	Service level agreements		variable	variable	n/a	
Corporate Services	ICT	Susan Msalila	ICT	Vodafone calls & charges		variable	variable	n/a	
Corporate Services	ICT	Susan Msalila		Service partner calls		variable	variable	n/a	
Corporate Services	ICT	Susan Msalila		Equipment recharge		variable	variable	n/a	
Corporate Services	Governance and Law	Jan Riise	Insurance section	Insurance administration fee		variable	variable	n/a	
Corporate Services	Governance and Law	Jan Riise		Insurance recharge		variable	variable	n/a	
Corporate Services	Governance and Law	Jan Riise		Insurance IPT		variable	variable	n/a	
Corporate Services	Governance and Law	Jan Riise		3rd party claim reimbursement		variable	variable	n/a	
Corporate Services	Governance and Law	Susan Brunton	Legal	Recharge legal fees on leases		variable	variable	n/a	
Corporate Services	Governance and Law	Susan Brunton		Legal fees relating to property sales		variable	variable	n/a	
Corporate Services	Governance and Law	Anne Cogle	Admin	Children's Panel support		variable	variable	n/a	
Corporate Services	Governance and Law	Anne Cogle		Elections		variable	variable	n/a	
Corporate Services	Governance and Law	Anne Cogle		Data Subject Access Request (Under Data Protection Act)		10.00	-	n/a	New GDPR/DPA 2018 - no longer able to charge for a subject access request.
ALL SERVICES	ALL	ALL	ALL	Reimburse travel costs		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait	Sullom Voe Terminal Site	Sullom Voe rent		variable	variable	n/a	
Corporate Services	Harbour Master & Port Operations	Jamie Manson	Total Gas Plant	Base rent		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait	Recoverable Costs: SIC Pension Fund	Strain costs		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Administration fee		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Recharges		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait	Recoverable Costs: Charitable Trust	Payroll costs		variable	variable	n/a	
Corporate Services	Finance	Erik Henry	Accountancy	Pension Fund admitted bodies		variable	variable	n/a	

Corporate Services	Finance	Hazel Tait		VAT only invoice - FOR FINANCE USE ONLY		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Sale of assets - vessels		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Sale of assets - other (not land)		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Sale of assets to country outwith the UK		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Sale of land		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Revised requisition for Valuation Joint Board		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Disbursements relating to property sales		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Mareel sub lease		variable	variable	n/a	
Corporate Services	HR	Denise Bell	<b>Overpayment</b>	Recoup overpayment of salary		variable	variable	n/a	
Corporate Services	HR	Denise Bell	<b>Workforce Development</b>	Recharge course fees to third parties		variable	variable	n/a	
Corporate Services	Finance	Andrew Hall	<b>Revenues</b>	Discretionary housing payments		variable	variable	n/a	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		Rent allowances		variable	variable	n/a	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £0 - £2,500		200.00	200.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £2,501 - £5,000		300.00	300.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £5,001 - £7,500		400.00	400.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £7,501 - £10,000		500.00	500.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £10,001 - £15,000		600.00	600.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £15,001 - £20,000		700.00	700.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Andrew Hall		BID Levy - rateable value £20,001+		850.00	850.00	0	Prices agreed and set on a 5 year cycle
Corporate Services	Finance	Management Accountancy	<b>Management Accountancy</b>	Fishing quota		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait	<b>Valuation Joint Board</b>	Sale of published registers and lists		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Funding		variable	variable	n/a	
Corporate Services	Finance	Hazel Tait		Asset valuation under SLA		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan	<b>Asset Services</b>	Cost of insurance premium for leased properties		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Rent of Scatsta Quarry		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Busta Estate croft rents		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Burra Estate croft rents		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Grazing lets & site rent		variable	variable	n/a	

Corporate Services	Capital Programme Service	Kenn Allan		Operating lease		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Premises letting		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Solarhus service charge		variable	variable	n/a	
Corporate Services	Capital Programme Service	Kenn Allan		Plans relating to property sales		variable	variable	n/a	
Corporate Services	Capital Programme Service	Robert Sinclair	<b>Capital Programmes EM</b>	Hours worked		variable	variable	n/a	
Corporate Services	Capital Programme Service	Robert Sinclair		Costs incurred		variable	variable	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>School Meals</b>	Secondary pupils, single course	per meal	2.20	2.20	0	This charge was increased by 4.8% in 2017/18
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Secondary pupils, two courses	per meal	2.60	2.60	0	This charge was increased by 4% in 2017/18
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Visitors and staff	per meal	set centrally	set centrally	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Primary pupils	per meal	2.20	2.20	0	This charge was increased by 4.8% in 2017/18
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Nursery pupils	per meal	1.80	1.80	0	Interim charge until free meals provision in August 2020
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Nursery pupils - Private meals	per meal	0.00	2.50	n/a	New charge
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>School Milk</b>	Pupil	per week	0.90	0.90	0	This charge was increased by 5.6% in 2017/18
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Early Years</b>	Early years nursery charge outwith funded place	charge per hour outside funded place.	4.88	4.88	0	No increase to maintain affordability
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Instrumental Instruction</b>	Per annum - individual instruction	per annum	200.00	210.00	5.00	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Per annum - individual instruction	per annum	0.00	160.00	n/a	New charge.
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Per Annum - group instruction	per annum	150.00	160.00	6.67	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>School Lettings</b>	Classroom	per hour	20.50	21.50	4.88	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Large meeting (e.g. school hall/gym hall)	per hour	33.50	35.00	4.48	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Dramatic performance	per hour	60.00	62.50	4.17	

Children's Services	QI Schools	Audrey Edwards/Shona Thompson		School hall	per function	250.00	260.00	4.00	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		School hall plus large school kitchen	per function	307.50	320.00	4.07	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		School hall plus small school kitchen	per function	271.63	283.00	4.19	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Up Helly Aa (including kitchen)	per function	512.50	535.00	4.39	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Tea/coffee facilities (e.g. for meetings) - large school kitchen		92.25	96.00	4.07	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Tea/coffee facilities (e.g. for meetings) - small school kitchen		51.25	54.00	5.37	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - multicourt area	per hour	6.15	6.50	5.69	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Lockers</b>	Charge for lockers	per annum	5.00	5.00	0	Set charge as a trial.
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Sporting Activities Only</b>	All schools - whole games hall over 18s (e.g. football, netball, volleyball)		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - whole games hall under 18s (e.g. football, netball, volleyball)		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - hire per badminton court in games hall over 18s (e.g. badminton, table tennis, short tennis)		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - hire per badminton court in games hall Under 18s (e.g. badminton, table tennis, short tennis)		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - 1 badminton court gym hall over 18s		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - 1 badminton court gym hall under 18s		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	

Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - multipurpose sports area over 18s		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		All schools - multipurpose sports area under 18s		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Equipment - trampoline		18.50	19.50	5.41	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Equipment - 2 trampolines (on 1 badminton court)		27.00	28.50	5.56	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Use of car parks (e.g. car boot sales)		21.00	22.00	4.76	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Sporting activities - block booking		variable	variable	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Projector	per hour	10.50	11.00	4.76	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Charge for room or area not returned to original state		35.00	40.00	14.29	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Charge for cleaning after function		70.00	75.00	7.14	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Hall of Residence Board &amp; Accommodation Charges</b>	Placing request pupils - full board	per week	220.38	230.00	4.37	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Placing request pupils - full board	per day	51.25	53.50	4.39	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Adults (holiday periods only) - dinner, bed and breakfast	per day	68.34	75.00	9.75	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Adults (holiday periods only) - bed and breakfast	per day	42.71	45.00	5.36	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Parents flat	per night	15.00	16.00	n/a	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Hire of conference room	half day	51.25	55.00	7.32	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Hire of conference room	full day	76.88	80.00	4.06	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Tea, coffee and biscuits	per head	2.99	3.12	4.35	
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Soup and sandwiches	per head	4.70	4.85	3.19	

Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Out of School Clubs</b>	Ness Out of School Club (snack provided, trips additional)	per hour	4.88	4.88	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Ness Out of School Club (snack provided, trips additional)	per session	10.50	10.50	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Ness Holiday Programme (snack provided, trips additional)	full day	34.00	34.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Ness Holiday Programme (snack provided, trips additional)	half day	17.00	17.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Mossbank Wraparound Care (snack provided, trips additional)	per hour	4.88	4.88	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Mossbank Wraparound Care Holiday Programme (snack provided, trips additional)	full day	34.00	34.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Mossbank Wraparound Care Holiday Programme (snack provided, trips additional)	half day	17.00	17.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Office Cleaning</b>	Cleaning non-SIC offices		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>International Education</b>	Grant		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>GCTS Registration Fee</b>	GTCS registration fee		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Supply cover		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson		Reimbursement of salary costs		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	QI Schools	Audrey Edwards/Shona Thompson	<b>Youth Work</b>	Wellbeing youth work		variable	variable	n/a	No increase due to pending Governmnet review of OOSC care
Children's Services	Children's Resources	Jordan Sutherland	<b>Out of School Clubs - Islesburgh</b>	Islesburgh Out of School Club	per session	10.50	10.50	0	No increase due to pending Governmnet review of OOSC care
Children's Services	Children's Resources	Jordan Sutherland		Islesburgh Holiday Programme (trips additional)	full day	34.00	34.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	Children's Resources	Jordan Sutherland		Islesburgh Holiday Programme (trips additional)	half day	17.00	17.00	0	No increase due to pending Governmnet review of OOSC care
Children's Services	Shetland Library	Karen Fraser	<b>Sale of publications</b>	Sale of books		variable	variable	n/a	
Children's Services	Shetland Library	Karen Fraser		Less 33.3% trade discount		variable	variable	n/a	
Children's Services	Shetland Library	Karen Fraser	<b>Misc.</b>	Film DVD hire		1.00	1.00	0	Maintain affordability
Children's Services	Sports and Leisure	Neil Watt	<b>Parks General - Jubilee Flower Park</b>	Tennis - hire of court - concession rate	per hour	2.71	2.79	2.95	
Children's Services	Sports and Leisure	Neil Watt		Tennis - hire of court - standard rate	per hour	5.42	5.58	2.95	
Children's Services	Sports and Leisure	Neil Watt		Hire of up to 4 tennis racquets and 3 balls - concession rate	per hour	1.29	1.33	3.10	
Children's Services	Sports and Leisure	Neil Watt		Hire of up to 4 tennis racquets and 3 balls - standard rate	per hour	2.58	2.66	3.10	
Children's Services	Sports and Leisure	Neil Watt		Putting - 18 Holes - concession rate	per hour	0.83	0.87	4.82	

Children's Services	Sports and Leisure	Neil Watt		Putting - 18 Holes - standard rate	per hour	1.67	1.75	4.79	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of rink - concession rate	per hour	2.71	2.83	4.43	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of rink - standard rate	per hour	5.42	5.67	4.61	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of up to 4 sets of bowls - concession rate	per hour	1.08	1.12	3.70	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of up to 4 sets of bowls - standard rate	per hour	2.25	2.33	3.56	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of shoes - concession rate	per person per hour	1.12	1.17	4.46	
Children's Services	Sports and Leisure	Neil Watt		Bowling - hire of shoes - standard rate	per person per hour	2.25	2.33	3.56	
Children's Services	Sports and Leisure	Neil Watt		Seasonal hire of green to bowling club (excluding use of bowls and shoes) - concession rate	per person	16.00	16.50	3.13	
Children's Services	Sports and Leisure	Neil Watt		Seasonal hire of green to bowling club (excluding use of bowls and shoes) - standard rate	per person	32.00	33.00	3.13	
Children's Services	Sports and Leisure	Neil Watt		Hire of kitchen and viewing area	per hour	6.67	6.87	3.00	
Children's Services	Sports and Leisure	Neil Watt	<b>Parks General - Gilbertson Park Games Hall</b>	Games Hall - hire for sporting use - single booking - concession rate	per hour	11.00	11.50	4.55	
Children's Services	Sports and Leisure	Neil Watt		Games Hall - hire for sporting use - single booking - standard rate	per hour	22.00	23.00	4.55	
Children's Services	Sports and Leisure	Neil Watt		Games Hall - hire for general use - concession rate	per hour	11.00	11.50	4.55	
Children's Services	Sports and Leisure	Neil Watt		Games Hall - hire for general use - standard rate	per hour	22.00	23.00	4.55	
Children's Services	Sports and Leisure	Neil Watt		Games Hall - block booking (10 or more) - concession rate	per hour	11.00	11.50	4.55	
Children's Services	Sports and Leisure	Neil Watt		Games Hall - block booking (10 or more) - standard rate	per hour	22.00	23.00	4.55	
Children's Services	Sports and Leisure	Neil Watt		Hire of kitchen facilities - standard rate	per hour	6.67	6.87	3.00	
Children's Services	Sports and Leisure	Neil Watt	<b>Parks General - Pitches</b>	Pitch hire with changing rooms - block booking (10 or more) - concession rate	per hour	18.00	18.75	4.17	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire with changing rooms - block booking (10 or more) - standard rate	per hour	30.00	31.25	4.17	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire with changing rooms - single booking - concession rate	per hour	18.00	18.75	4.17	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire with changing rooms - single booking - standard rate	per hour	30.00	31.25	4.17	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire only - block booking (10 or more) - concession rate	per hour	11.20	11.65	4.02	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire only - block booking (10 or more) - standard rate	per hour	23.20	24.15	4.09	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire only - single booking - concession rate	per hour	11.20	11.65	4.02	
Children's Services	Sports and Leisure	Neil Watt		Pitch hire only - single booking - standard rate	per hour	23.20	24.15	4.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of archery field - block booking (10 or more) - (1/4 pitch) - concession rate	per hour	5.50	6.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of archery field - block booking (10 or more) - (1/4 pitch) - standard rate	per hour	11.00	12.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of archery field - single booking (1/4 pitch) - concession rate	per hour	5.50	6.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of archery field - single booking (1/4 pitch) - standard rate	per hour	11.00	12.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of cricket wicket - block booking (10 or more) - concession rate	per hour	5.50	6.00	9.09	



Children's Services	Sports and Leisure	Neil Watt		Hire of cricket wicket - block booking (10 or more) - standard rate	per hour	11.00	12.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of cricket wicket - single booking - concession rate	per hour	5.50	6.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of cricket wicket - single booking - standard rate	per hour	11.00	12.00	9.09	
Children's Services	Sports and Leisure	Neil Watt		Hire of plant and labour for grounds maintenance works on external pitches	per hour	30.00	31.00	3.33	
Children's Services	Sports and Leisure	Neil Watt	<b>Parks General - Pitch Changing Rooms</b>	Changing room only - per changing room - standard rate	per hour	3.40	3.55	4.41	
Children's Services	Sports and Leisure	Neil Watt	<b>Parks General - Pitch Equipment Hire</b>	Equipment hire - block booking (10 or more) - per extra sets of goals - concession rate	per session	2.50	2.60	4.00	
Children's Services	Sports and Leisure	Neil Watt		Equipment hire - block booking (10 or more) - per extra sets of goals - standard rate	per session	5.00	5.20	4.00	
Children's Services	Sports and Leisure	Neil Watt		Equipment hire - single booking - per extra sets of goals - concession rate	per session	2.50	2.60	4.00	
Children's Services	Sports and Leisure	Neil Watt		Equipment hire - single booking - per extra sets of goals - standard rate	per session	5.00	5.20	4.00	
Children's Services	Sports and Leisure	Neil Watt	<b>Sandwick JHS Games Hall</b>	Hire of games hall and courts		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	Sports and Leisure	Neil Watt	<b>Scalloway JHS Games Hall</b>	Hire of games hall and courts		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	Sports and Leisure	Neil Watt	<b>Brae Secondary School Games Hall</b>	Hire of games hall and courts		proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	proposed prices are the same as Shetland Recreational Trust facilities for 2018/19	n/a	
Children's Services	Sports and Leisure	Neil Watt	<b>Outdoor Education and Activities</b>	General outdoor activities where there is an element of educational training or instruction e.g. coasteering, canoeing or climbing (minimum group size of 6 people)	per person per half day	38.00	39.00	2.63	
Children's Services	Sports and Leisure	Neil Watt		General outdoor activities where there is an element of educational training or instruction e.g. coasteering, canoeing or climbing (minimum group size of 6 people)	per person per whole day	55.00	57.00	3.64	
Children's Services	Sports and Leisure	Neil Watt		General outdoor activities where there is not an element of educational training or instruction e.g. coasteering, canoeing or climbing (minimum group size of 6 people)	per person per half day	38.00	39.00	2.63	
Children's Services	Sports and Leisure	Neil Watt		General outdoor activities where there is not an element of educational training or instruction e.g. coasteering, canoeing or climbing (minimum group size of 6 people)	per person per whole day	55.00	57.00	3.64	
Children's Services	Sports and Leisure	Neil Watt	<b>Room Hire Charges for Islesburgh Complex</b>	Voluntary Organisations, Health & Fitness Group charge - meetings and activities	per session	18.00	18.50	2.78	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - Sat & Sun evening meetings and activities	per session	11.50	12.00	4.35	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - meetings and activities - extra hours after 11pm	per hour	20.00	20.50	2.50	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - social functions	per session	44.00	45.00	2.27	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - social functions - extra hours after 11pm	per hour	20.00	20.50	2.50	

Children's Services	Sports and Leisure	Neil Watt	Catering - Islesburgh	Voluntary Organisations, Health & Fitness Group charge - room 16 meetings and activities	per session	44.00	45.00	2.27	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - room 16 meetings and activities - extra hours after 11pm	per hour	20.00	20.50	2.50	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - room 16 Sat & Sun evening meetings and activities	per session	24.00	24.50	2.08	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - room 16 social functions	per session	93.00	95.00	2.15	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - room 16 social functions - extra hours after 11pm	per hour	38.00	39.00	2.63	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - radio room and room 13 (2 hours)	per session	10.50	11.00	4.76	
Children's Services	Sports and Leisure	Neil Watt		Voluntary Organisations, Health & Fitness Group charge - radio room and room 13 (2 hours) - extra hours after 11pm	per session	10.00	10.50	5.00	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - meetings and activities	per session	47.00	48.00	2.13	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - Sat & Sun evening meetings and activities	per session	25.00	25.50	2.00	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - meetings and activities - extra hours after 11pm	per hour	20.00	20.50	2.50	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - social functions	per session	93.00	95.00	2.15	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - social functions - extra hours after 11pm	per hour	47.00	48.00	2.13	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 meetings and activities	per session	75.00	78.00	4.00	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 meetings and activities - extra hours after 11pm	per hour	50.00	52.00	4.00	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 Sat & Sun evening meetings and activities	per session	40.00	41.00	2.50	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 social functions	per session	160.00	165.00	3.13	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 social functions - extra hours after 11pm	per hour	58.00	60.00	3.45	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - radio room and room 13 (2 hours)	per session	25.00	25.50	2.00	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - radio room and room 13 (2 hours) - extra hours after 11pm	per session	20.00	20.50	2.50	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - children's parties	per session	36.00	37.00	2.78	
Children's Services	Sports and Leisure	Neil Watt		Standard charge - room 16 children's parties - bouncy castle	per session	51.00	52.50	2.94	
Children's Services	Sports and Leisure	Neil Watt		Service charge for setting up broadband in meeting rooms	per day	10.50	11.00	4.76	
Children's Services	Sports and Leisure	Neil Watt		Use of kitchen and associated facilities for activities/functions within the Centre/House will be charged according to number catered for - additional to room booking	under 50 People	27.00	28.00	3.70	
Children's Services	Sports and Leisure	Neil Watt		Use of kitchen and associated facilities for activities/functions within the Centre/House will be charged according to number catered for - additional to room booking	51 - 100 People	35.00	37.00	5.71	
Children's Services	Sports and Leisure	Neil Watt		Use of kitchen and associated facilities for activities/functions within the Centre/House will be charged according to number catered for - additional to room booking	over 100 People	52.00	55.00	5.77	

Children's Services	Sports and Leisure	Neil Watt	<b>Islesburgh Equipment Bank Hire - Play Equipment</b>	Islesburgh Pensioners Lunch Club - same charge as meals on wheels	per meal	6.00	6.20	n/a	
Children's Services	Sports and Leisure	Neil Watt		Crockery hire - full set	per 20 full sets	10.00	10.50	5.00	
Children's Services	Sports and Leisure	Neil Watt		Cup & saucer hire	per 20 sets	5.50	5.80	5.45	
Children's Services	Sports and Leisure	Neil Watt		Soft play equipment	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Badge making kit (materials extra)	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Badge blanks per bag of 25	per bag of 25	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Bouncy castle	per item per day	19.17	20.00	4.33	
Children's Services	Sports and Leisure	Neil Watt		Parachutes - 20', 10'	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt	<b>Islesburgh Equipment Bank Hire - Circus Equipment</b>	Stilts (per set)	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Unicycle	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt	<b>Islesburgh Equipment Bank Hire - Events Equipment</b>	Portable staging (per section)	per item per day	2.34	2.42	3.42	
Children's Services	Sports and Leisure	Neil Watt		Portable lighting	per item per day	14.17	15.00	5.86	
Children's Services	Sports and Leisure	Neil Watt		UV lighting	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Bunting (per bag, approx. 100 metres)	per bag of 25	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Flags (per flag)	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Loud hailer	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Stopwatch	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Hi-vis vest	per item per day	1.00	1.04	4.00	
Children's Services	Sports and Leisure	Neil Watt		Stacking chair	per item per day	0.48	0.50	4.17	
Children's Services	Sports and Leisure	Neil Watt		Coat rail	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Portable table (Go-Pak 4ft or 6ft)	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt	<b>Islesburgh Equipment Bank Hire - Audio Visual Equipment</b>	Projector screen	per item per day	2.83	2.92	3.18	
Children's Services	Sports and Leisure	Neil Watt		Video camera	per item per day	9.58	10.00	4.38	
Children's Services	Sports and Leisure	Neil Watt		Tripod (heavy duty)	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Data projector	per item per day	13.75	14.12	2.69	
Children's Services	Sports and Leisure	Neil Watt		35mm slide projector	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Addabox (small, external PA)	per item per day	9.58	10.00	4.38	
Children's Services	Sports and Leisure	Neil Watt		Coomber	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Fender PA	per item per day	19.17	20.00	4.33	
Children's Services	Sports and Leisure	Neil Watt		Microphone stand	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt							

Children's Services	Sports and Leisure	Neil Watt	Islesburgh - Office Services	Microphones	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Overhead projector	per item per day	4.58	4.71	2.84	
Children's Services	Sports and Leisure	Neil Watt		Lectern	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Flipchart easel	per item per day	1.92	2.00	4.17	
Children's Services	Sports and Leisure	Neil Watt		Display stand (per unit)	per item per day	2.83	2.92	3.18	
Children's Services	Sports and Leisure	Neil Watt		Party rocker / boom box / PA	per item per day	12.50	13.33	6.64	
Children's Services	Sports and Leisure	Neil Watt		Flip charts - per pad	per pad	7.08	7.29	2.97	
Children's Services	Sports and Leisure	Neil Watt		Flip charts - per sheet	per sheet	0.29	0.30	3.45	
Children's Services	Sports and Leisure	Neil Watt		Gaffa tape	per roll	6.25	6.46	3.36	
Children's Services	Sports and Leisure	Neil Watt		Video copying - video to DVD or DVD to DVD	per DVD	9.17	9.58	4.47	
Children's Services	Sports and Leisure	Neil Watt	Islesburgh House Hostel - Accommodation and Other Charges	Badge printing - minimum of 25	per badge	0.20	0.21	5.00	
Children's Services	Sports and Leisure	Neil Watt		Laminate covers - credit card sized	per cover	0.28	0.29	3.57	
Children's Services	Sports and Leisure	Neil Watt		Laminate covers - A4 (150 microns)	per cover	0.79	0.83	5.06	
Children's Services	Sports and Leisure	Neil Watt		Laminate covers - A3 (150 Microns)	per cover	1.17	1.21	3.42	
Children's Services	Sports and Leisure	Neil Watt		Junior (3-15 yrs) - dormitory bed - shared toilets and showers - off peak	per night	10.83	12.50	15.42	
Children's Services	Sports and Leisure	Neil Watt		Junior (3-15 yrs) - dormitory bed - shared toilets and showers - peak	per night	15.00	15.83	5.53	
Children's Services	Sports and Leisure	Neil Watt		Adults - 16 yrs and over - dormitory bed - shared toilets and showers - off peak	per night	14.17	15.42	8.82	
Children's Services	Sports and Leisure	Neil Watt		Adults - 16 yrs and over - dormitory bed - shared toilets and showers - peak	per night	18.34	18.75	2.24	
Children's Services	Sports and Leisure	Neil Watt		2 bed room - twin occupancy - shared toilets and showers - off peak	per night	33.33	34.17	2.52	
Children's Services	Sports and Leisure	Neil Watt		2 bed room - twin occupancy - shared toilets and showers - peak	per night	37.50	38.33	2.21	
Children's Services	Sports and Leisure	Neil Watt		2 bed room - single occupancy - shared toilets and showers - off peak	per night	29.17	30.00	2.85	
Children's Services	Sports and Leisure	Neil Watt		2 bed room - single occupancy - shared toilets and showers - peak	per night	33.34	34.17	2.49	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - shared toilets and showers - off peak	per night	44.17	45.00	1.88	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - shared toilets and showers - peak	per night	52.50	53.34	1.60	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - single or twin occupancy - shared toilets and showers - off peak	per night	35.83	36.67	2.34	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - single or twin occupancy - shared toilets and showers - peak	per night	40.00	40.84	2.10	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - ensuite - off peak	per night	50.00	51.66	3.32	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - ensuite - peak	per night	58.33	60.00	2.86	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - single or twin occupancy - ensuite - off peak	per night	41.67	43.33	3.98	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 4 bed room - single or twin occupancy - ensuite - peak	per night	46.67	48.33	3.56	

Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 6 bed room - shared toilets and showers - off peak	per night	65.00	70.00	7.69	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 6 bed room - shared toilets and showers - peak	per night	79.17	85.00	7.36	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 8 bed room - shared toilets and showers - off peak	per night	87.50	93.34	6.67	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - 8 bed room - shared toilets and showers - peak	per night	106.67	113.34	6.25	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - whole hostel - off peak	per night	671.67	723.34	7.69	
Children's Services	Sports and Leisure	Neil Watt		Exclusive use - whole hostel - peak	per night	826.67	878.34	6.25	
Children's Services	Sports and Leisure	Neil Watt		Towel hire	per hire	1.83	1.92	4.92	
Children's Services	Sports and Leisure	Neil Watt		Washing powder	per sachet	0.50	0.54	8.00	
Children's Services	Sports and Leisure	Neil Watt		Postcards	per postcard	0.33	0.35	6.06	
Children's Services	Sports and Leisure	Neil Watt		<b>The Islesburgh House Hostel operates from early January to late December each year and is affiliated to the Scottish Youth Hostel Association</b>					
Children's Services	Sports and Leisure	Neil Watt		<b>ANNUAL CLOSURE:</b> The Hostel is not available for bookings over the Council's Christmas and New Year shut down, which is between late December and early January each year.					
Children's Services	Director of Children's Services	Zoe Anderson	<b>Bursaries</b>	Repayment of bursary		variable	variable	n/a	<b>OFF PEAK</b>
Children's Services	ALL	ALL	<b>Reimbursement</b>	Reimburse travel, subsistence, supply cover etc.		variable	variable	n/a	
Children's Services	Children & Families	Elinor Thomson	<b>Adult/Child Protection Co-ordinator</b>	Provision of Adult/Child Protection Services		variable	variable	n/a	
Children's Services	Children & Families	Elinor Thomson		Provision of admin for MARAC		variable	variable	n/a	
Children's Services	Sports Development	James Johnston	<b>Consultancy</b>	Recharge costs		variable	variable	n/a	
Children's Services	Sports Development	James Johnston	<b>Training</b>	Recharge costs		variable	variable	n/a	
Children's Services	Parks General	Magnus Malcolmson	<b>Grounds Maintenance</b>	Charge for work done		variable	variable	n/a	
Children's Services	Parks General	Magnus Malcolmson	<b>Fertiliser/Weed killer</b>	Charge for product supplied		variable	variable	n/a	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram	<b>Social Work Establishments</b>	Permanent residents - all establishments - single room	per week	1198.00	1293.00	7.93	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Temporary residents - all establishments - single room	per week	284.00	292.00	2.82	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Supported Living - Supported Living Service	per week	56.20	57.30	1.96	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Supported Living transition experience flat	per night	11.00	0.00	n/a	Service has ended.
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Personal care charge (under 65s)	per hour	18.34	18.97	3.44	

Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Domestic home care charge	per hour	13.68	14.15	3.44	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Day care attendance charge	per day	5.00	5.00	0	Will be reviewed next year.
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Day care meal charges	per meal	6.00	6.20	3.33	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Meals on wheels	per meal	6.00	6.20	3.33	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Community alarm response service	per week	1.30	1.45	11.54	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Social Work premises - room hire rate (additional charge for tea/coffee/biscuits)	per hour	11.00	11.25	2.27	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram	<b>CrossReach</b>	Negotiated price inclusive of enhancements for all client groups		1048.19	1081.17	3.15	
Community Health & Social Care	Mental Health	Simon Boker-Ingram	<b>Mainland Placements</b>	Negotiated price will be on an individual basis in line with COSLA's benchmark figures		negotiable	negotiable	n/a	
Community Health & Social Care	Adult Services	Simon Boker-Ingram	<b>Direct Payment Rates</b>	Personal care	per hour	18.34	18.97	3.44	
Community Health & Social Care	Adult Services	Simon Boker-Ingram		Domestic tasks per hour (including laundry and meal preparation)	per hour	13.68	14.15	3.44	
Community Health & Social Care	Adult Social Work	Simon Boker-Ingram	<b>Self Directed Support</b>	Contribution to additional transport		variable	variable	n/a	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram	<b>Social Work Establishments</b>	NHS funding		variable	variable	n/a	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		NHS recharge - recharge of staff time to NHS		variable	variable	n/a	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Resource transfer		variable	variable	n/a	
Community Health & Social Care	Community Care Resources	Simon Boker-Ingram		Rebate		variable	variable	n/a	

Community Health & Social Care	Occupational Therapy	Jane Pembroke	<b>Occupational Therapy</b>	Charge to RNIB for Vision Support Service		variable	variable	n/a	
Community Health & Social Care	Criminal Justice	Denise Morgan	<b>Offender Services</b>	Recharge travel costs etc.		variable	variable	n/a	
Community Health & Social Care	Criminal Justice	Denise Morgan		Recharge of paint & materials		at cost	at cost	n/a	
Community Health & Social Care	Adult Services	Peter Goodlad	<b>Adult Services</b>	ILP - Rudda Park - recharge monthly property bills	per month	variable	variable	n/a	
Development	Planning Services	Iain McDiarmid	<b>Search of Records</b>	Charge per hour or part thereof		108.00	112.00	3.70	
Development	Planning Services	Iain McDiarmid	<b>Letter of Comfort</b>	Provision of letter of comfort - with building warrant	per letter	150.00	155.00	3.33	
Development	Planning Services	Iain McDiarmid	<b>Building Warrant</b>	<a href="http://www.shetland.gov.uk/buildingstandards/documents/FeeScale2017.pdf">Building Warrant Fee Structure: http://www.shetland.gov.uk/buildingstandards/documents/FeeScale2017.pdf</a>	see attached fee structure for full details	Various	Various	n/a	
Development	Planning Services	Iain McDiarmid	<b>Planning Applications: Scottish Government - Online Fee Calculator</b>	<a href="https://www.eplanning.scot/ePlanningClient/custompages/feecalculator.aspx">https://www.eplanning.scot/ePlanningClient/custompages/feecalculator.aspx</a>	N/A	Various	Various	n/a	
Development	Planning Services	Iain McDiarmid	<b>High Hedges Fees</b>	Building warrant fee structure	per application	401.00	413.00	2.99	
Development	Planning Services	Iain McDiarmid	<b>Street Naming and Numbering</b>	Per application for creation or change	per application	variable	variable	n/a	
Development	Planning Services	Iain McDiarmid	<b>Theatre licence</b>	Annual licence	per application	75.00	77.25	3.00	
Development	Planning Services	Iain McDiarmid		Occasional licence	per application	25.00	25.75	3.00	
Development	Planning Services	Iain McDiarmid		Transfer of licence	per application	5.00	5.15	3.00	
Development	Planning Services	Iain McDiarmid	<b>Raised Structure Permit</b>	Permit for the erection of a temporary or permanent structure	per application	70.00	72.10	3.00	
Development	Planning Services	Iain McDiarmid	<b>Cinema licence</b>	Fee for provision of established cinema facilities	per application	173.50	178.50	2.88	
Development	Planning Services	Iain McDiarmid		Provision of letter of comfort - without building warrant	per letter	300.00	309.00	3.00	
Development	Planning Services	Iain McDiarmid		Site visit in relation to letter of comfort	per visit	200.00	206.00	3.00	
Development	Community Planning and Development/Train Shetland	Vaila Simpson	<b>Adult Learning Services</b>	Adult Learning Evening Classes - all classes - no qualifying benefit  NB Special charges may apply to certain classes e.g. an increased hourly charge may be applied if a class has a limited number of places for health & safety reasons in order to make the class viable; or where a class is delivered at the weekend; or an additional charge may be applied for equipment / materials	per hour	4.00	4.12	3.00	

Development	Community Planning and Development/Train Shetland	Vaila Simpson		Adult Learning Evening Classes - all classes - persons aged under 18 or over 60 years, or in receipt of benefits as listed below:  Eligible benefits are: personal benefits: carer's allowance, disability living allowance, severe disablement allowance, incapacity benefit, attendance allowance, contributory employment and support allowance. If your family are on: income support, pension credit, housing benefit, income based-job seekers allowance, income related employment and support allowance, working tax credits, net income is equivalent to, or lower than the threshold for income support.  NB Special concessionary charges may apply to certain classes e.g. an increased hourly charge may be applied if a class has a limited number of places for health & safety reasons in order to make the class viable; or where a class is delivered at the weekend; or an additional charge may be applied for equipment / materials	per hour	2.00	2.06	3.00	
Development	Housing Services	Anita Jamieson	Homeless Persons	Shared accommodation - standard occupancy charge	per week	54.35	55.45	2.02	
Development	Housing Services	Anita Jamieson		Shared accommodation - furniture charge	per week	12.55	12.80	1.99	
Development	Housing Services	Anita Jamieson		Shared accommodation - electricity charge	per week	19.40	19.80	2.06	
Development	Housing Services	Anita Jamieson		Shared accommodation - service charge	per week	16.65	17.00	2.10	
Development	Housing Services	Anita Jamieson		89 St Olaf Street - room 5 - occupancy charge	per week	71.70	73.15	2.02	
Development	Housing Services	Anita Jamieson		Electricity in communal areas (12a North Road)	per week	5.40	5.50	1.85	
Development	Housing Services	Anita Jamieson		General needs stock used for homeless persons - 1 bedroom - occupancy charge	per week	54.35	55.45	2.02	
Development	Housing Services	Anita Jamieson		General needs stock used for homeless persons - 2 bedroom - occupancy charge	per week	72.70	74.15	1.99	
Development	Housing Services	Anita Jamieson		General needs stock used for homeless persons - 3 bedroom - occupancy charge	per week	89.05	90.85	2.02	
Development	Housing Services	Anita Jamieson		General needs stock used for homeless persons - 4 bedroom - occupancy charge	per week	106.70	108.80	1.97	
Development	Housing Services	Anita Jamieson		General needs stock used for homeless persons - 5 bedroom - occupancy charge	per week	123.30	125.75	1.99	
Development	Housing Services	Anita Jamieson		Lerwick chalets - homeless lets - 1 bed - occupancy charge	per week	37.70	38.45	1.99	
Development	Housing Services	Anita Jamieson		Lerwick chalets - homeless lets - 2 bed - occupancy charge	per week	47.10	48.05	2.02	
Development	Housing Services	Anita Jamieson		Landward chalets - homeless lets - 1 bed - occupancy charge	per week	34.15	34.80	1.90	
Development	Housing Services	Anita Jamieson		Landward chalets - homeless lets - 2 bed - occupancy charge	per week	43.05	43.90	1.97	
Development	Housing Services	Anita Jamieson		Homeless persons - general needs stock & chalets - B&B accommodation - adult aged 16 or over	per week	122.40	124.85	2.00	
Development	Housing Services	Anita Jamieson		Homeless persons - general needs stock & chalets - B&B accommodation - child under 16	per week	61.20	62.40	1.96	
Development	Housing Services	Anita Jamieson		Storage charges (storage of property in Gremista store)	per week	6.35	6.50	2.36	



Development	Housing Services	Anita Jamieson	<b>Caravan Site/Pitch Rents</b>	Caravan site/pitch rents - Hoofields	per week	15.50	15.80	1.94	
Development	Housing Services	Anita Jamieson		Caravan site/pitch rents - Other	per week	10.70	10.90	1.87	
Development	HRA	Anita Jamieson	<b>Garages</b>	Garage rents (no electricity)	per week	11.20	11.45	2.23	
Development	HRA	Anita Jamieson		Garage rents (electricity)	per week	16.00	16.35	2.19	
Development	HRA	Anita Jamieson		Double garage (electricity)	per week	24.05	24.55	2.08	
Development	HRA	Anita Jamieson		Garage site rent	per week	5.10	5.20	1.96	
Development	HRA	Anita Jamieson	<b>Council Houses</b>	5 bedroom - Lerwick	per week	108.36	110.53	2.00	
Development	HRA	Anita Jamieson		4 bedroom - Lerwick	per week	92.99	94.85	2.00	
Development	HRA	Anita Jamieson		3 bedroom - Lerwick	per week	77.22	78.76	1.99	
Development	HRA	Anita Jamieson		2 bedroom - Lerwick	per week	65.33	67.64	3.54	
Development	HRA	Anita Jamieson		1 bedroom - Lerwick	per week	49.56	51.55	4.02	
Development	HRA	Anita Jamieson		8 bedroom - non Lerwick	per week	147.11	150.05	2.00	
Development	HRA	Anita Jamieson		6 bedroom - non Lerwick	per week	117.92	120.28	2.00	
Development	HRA	Anita Jamieson		5 bedroom - non Lerwick	per week	102.94	105.00	2.00	
Development	HRA	Anita Jamieson		4 bedroom - non Lerwick	per week	88.34	90.11	2.00	
Development	HRA	Anita Jamieson		3 bedroom - non Lerwick	per week	73.37	74.84	2.00	
Development	HRA	Anita Jamieson		2 bedroom - non Lerwick	per week	62.21	64.45	3.60	
Development	HRA	Anita Jamieson		1 bedroom - non Lerwick	per week	47.24	49.18	4.11	
Development	Transport Planning	Michael Craigie	<b>Inter-Island Air Services</b>	Lerwick - Fair Isle (non resident adult, 25yrs +)	single fare	46.20	47.58	2.99	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle (non resident adult, 25yrs +)	return fare	88.00	90.62	2.98	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle (non resident youth, 12 - 24 or non resident senior citizen, 60yrs +)	single fare	30.50	31.41	2.98	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle (non resident youth, 12 - 24 or non resident senior citizen, 60yrs +)	return fare	58.10	59.83	2.98	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle (non resident child, 2 - 11yrs)	single fare	23.10	23.79	2.99	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle (non resident child, 2 - 11yrs)	return fare	44.00	45.31	2.98	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle - (island resident, 12yrs +)	return fare	43.05	44.33	2.97	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Lerwick - Fair Isle - (island resident, 2 - 11 yrs or pupil attending AHS)	return fare	28.40	29.25	2.99	These charges are set by ZetTrans and are here for information.



Development	Transport Planning	Michael Craigie		Sumburgh - Fair Isle (non resident child, 2 - 11yrs)	single fare	23.10	23.79	2.99	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Sumburgh - Fair Isle (non resident child, 2 - 11yrs)	return fare	44.00	45.31	2.98	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Sumburgh - Fair Isle - (island resident, 12yrs +)	return fare	43.05	44.33	2.97	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		Sumburgh - Fair Isle - (Island Resident, 2 - 11 yrs or pupil attending AHS)	return fare	28.40	29.25	2.99	These charges are set by ZetTrans and are here for information.
Development	Transport Planning	Michael Craigie		<b>ALL AIR FARES ARE SUBJECT TO FURTHER APPRAISAL BY ZETTRANS, AS PART OF THE CURRENT BUDGET SETTING PROCESS.</b>					
Development	Transport Planning	Michael Craigie	<b>Taxi Licensing Charges</b>	Taxi or private hire car drivers licence	per application	90.00	90.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Taxi or private hire car licence (grant)	per application	410.00	410.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Taxi or private hire car licence (renewal)	per application	137.00	137.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Deposit on taxi/private hire car licence plates	per application	32.00	32.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Vehicle inspection	per application	41.67	42.91	2.98	
Development	Transport Planning	Michael Craigie		Re-test	per application	12.50	12.87	2.96	
Development	Transport Planning	Michael Craigie		Installation of meter	per application	294.00	302.76	2.98	
Development	Transport Planning	Michael Craigie		Check and calibrate meter	per application	10.00	10.00	0	Will be reviewed next year.
Development	Transport Planning	Michael Craigie		Replacement drivers I.D. badge	per application	10.00	10.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Replacement licence (driver or car)	per application	10.00	10.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie		Taxi booking office licence	per application	115.00	115.00	0	Price set at high end to cover costs - expenditure and income balanced as per legislation
Development	Transport Planning	Michael Craigie	<b>Bus Service</b>	To Sumburgh Airport	per ticket	2.90	2.90	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Sumburgh	per ticket	2.90	2.90	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Sandwick	per ticket	2.30	2.30	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Cunningburgh	per ticket	2.00	2.00	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Walls	per ticket	2.90	2.90	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Bixter	per ticket	2.60	2.60	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.

Development	Transport Planning	Michael Craigie		To Weisdale	per ticket	2.30	2.30	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Hillswick	per ticket	3.80	3.80	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Mossbank	per ticket	3.20	3.20	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Toft	per ticket	3.20	3.20	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Brae	per ticket	2.90	2.90	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Scalloway	per ticket	1.80	1.80	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie		To Lerwick Town Service	per ticket	1.20	1.20	0	Zetrans sets this charge - No change proposed due to decline in passenger numbers.
Development	Transport Planning	Michael Craigie	<b>Bus Service</b>	NOTE: discounted multi travel tickets are available offering 20% reduction on fares. The National Concessionary Travel scheme provides Scotland-wide free bus travel for elderly and disabled persons. Also, young persons 16 to 18 years old receive one third off full adult fare on all Scotland-wide bus services. Half fares are payable to children aged					
Development	Transport Planning	Michael Craigie	<b>Hire of Council Bus and Driver</b>	9am to 5pm - Monday to Friday		£1.54 per mile for all hires plus £17.29 per hour	£1.59 per mile for all hires plus £17.80 per hour	2.98	
Development	Transport Planning	Michael Craigie		5pm to 10pm - Monday to Friday and 9am to 10pm - Saturday		£1.54 per mile for all hires plus £25.94 per hour	£1.59 per mile for all hires plus £26.71 per hour	2.98	
Development	Transport Planning	Michael Craigie		10pm to 9am - Monday to Saturday and all day Sunday		£1.54 per mile for all hires plus £31.70 per hour	£1.59 per mile for all hires plus £32.64 per hour	2.98	
Development	Transport Planning	Michael Craigie	<b>Disabled Parking Badge (Blue Badge) Charges</b>	New badge issue	per application	20.00	20.00	0	Maximum chargeable in legislation
Development	Transport Planning	Michael Craigie		Badge renewal	per application	20.00	20.00	0	Maximum chargeable in legislation
Development	Transport Planning	Michael Craigie		Replacement for lost/stolen badge	per application	10.00	10.00	0	50% of max charge
Development	Transport Planning	Michael Craigie		Fast tracked badge	per application	22.50	22.50	0	Maximum chargeable, plus postage for fast track
Development	Transport Planning	Michael Craigie	<b>Zet-Trans</b>	SIC charges to Zet-Trans		variable	variable	n/a	
Development	Transport Planning	Michael Craigie		SIC charges to Zet-Trans - provision of bus service		variable	variable	n/a	
Development	Transport Planning	Michael Craigie		Zet-Tans pays SIC		variable	variable	n/a	
Development	Transport Planning	Michael Craigie		Zet-Trans pays SIC		variable	variable	n/a	
Development	Transport Planning	Michael Craigie	<b>Bus Service</b>	Claim for bus pass top up		variable	variable	n/a	
Development	Transport Planning	Michael Craigie		Hire of SIC bus without driver		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>SVQ's</b>	SVQ2 Food & Drink	course	2,580.00	2,580.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ2 Business & Administration	course	2,064.00	2,064.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ3 Business & Administration	course	2,236.00	2,236.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ4 Business & Administration	course	2,408.00	2,408.00	0	major review of SVQ's last year - no changes 2019/20

Development	Shetland College	Willie Shannon		SVQ4 Management	course	2,408.00	2,408.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ5 Management	course	1,806.00	1,806.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ2 Customer Services	course	1,806.00	1,806.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ3 Customer Services	course	1,956.50	1,956.50	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ4 Learning & Development (Level 9)	course	2,408.00	2,408.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ4 Learning & Development (Level 9)	unit	301.00	301.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ2 IT	course	2,580.00	2,580.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ3 IT	course	2,795.00	2,795.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ (various) Construction	course	2,795.00	2,795.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon		SVQ2 Plant Operative	course	1,032.00	1,032.00	0	major review of SVQ's last year - no changes 2019/20
Development	Shetland College	Willie Shannon	<b>European Computer Driving licence (ECDL)</b>	Level 1 - Open Learning	course	171.00	176.00	2.92	
Development	Shetland College	Willie Shannon		Level 1 - All Inclusive	course	254.00	262.00	3.15	
Development	Shetland College	Willie Shannon		Level 2 - Open Learning	course	236.00	243.00	2.97	
Development	Shetland College	Willie Shannon		Level 2 - All Inclusive	course	308.00	317.00	2.92	
Development	Shetland College	Willie Shannon		Level 1&2 Combined - Registration and Tests only	course	260.00	268.00	3.08	
Development	Shetland College	Willie Shannon		Level 1&2 Combined - Open Learning	course	342.00	352.00	2.92	
Development	Shetland College	Willie Shannon		Level 1&2 Combined - All Inclusive	course	526.00	542.00	3.04	
Development	Shetland College	Willie Shannon		Level 1 or 2 - Single Unit, Registration and Tests only	unit	47.25	49.00	3.70	
Development	Shetland College	Willie Shannon	<b>Advanced ECDL</b>	Registration and Tests only	unit	136.00	140.00	2.94	
Development	Shetland College	Willie Shannon		Open Learning	unit	241.00	248.00	2.90	
Development	Shetland College	Willie Shannon		Drop In Classes	unit	288.00	297.00	3.13	
Development	Shetland College	Willie Shannon	<b>Creative Industries</b>	Draw down of Creative Industries Grant		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Student Photocopying (specifically related to their Education only, otherwise see "General Photocopying") NOTE ALL STUDENTS RECEIVE AN INITIAL PRINT CREDIT OF £12 PER FULL TIME COURSE</b>	Black and white, A4	one side	0.05	0.06	20.00	
Development	Shetland College	Willie Shannon		Colour, A4	one side	0.13	0.15	15.38	
Development	Shetland College	Willie Shannon		Black and white, A3	one side	0.09	0.10	11.11	
Development	Shetland College	Willie Shannon		Colour, A3	one side	0.23	0.25	8.70	
Development	Shetland College	Willie Shannon		Black and white, A4	two sides	0.07	0.09	28.57	
Development	Shetland College	Willie Shannon		Colour, A4	two sides	0.19	0.20	5.26	
Development	Shetland College	Willie Shannon		Black and white, A3	two sides	0.13	0.15	15.38	
Development	Shetland College	Willie Shannon		Colour, A3	two sides	0.35	0.37	5.71	

Development	Shetland College	Willie Shannon	<b>Canteen Services</b>	Catering/buffet charge		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Textile Facilitation Unit</b>	Garment design and development	per hour	35.00	36.00	2.86	
Development	Shetland College	Willie Shannon		Machine knitting	per hour	13.20	13.60	3.03	
Development	Shetland College	Willie Shannon		Linking	per hour	16.50	17.00	3.03	
Development	Shetland College	Willie Shannon		Wash & press	per item	3.50	3.60	2.86	
Development	Shetland College	Willie Shannon		Hire of linker	per hour	3.50	3.60	2.86	
Development	Shetland College	Willie Shannon		Hire of steam press & drying rack	per hour	15.00	15.50	3.33	
Development	Shetland College	Willie Shannon		Hire of cone winder or overlocker	per hour	12.50	13.00	4.00	
Development	Shetland College	Willie Shannon		TFU Services for children's garments	per item	variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Library</b>	Shared librarian services		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Charge for overdue books		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Nordic Studies</b>	Nordic Studies staff costs		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Administration/ICT</b>	Reclaim travel & subsistence		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Postage recharge		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Hosting fee (UHI)		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Sale of art materials to students		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Hire of graduation gown		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Invigilation fee		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Module development work		variable	variable	n/a	
Development	Shetland College	Willie Shannon		ICT Services		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Grant funding		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Supply of advertising		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Secondment of staff - UHI		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Relate North Symposium - coach excursion and/or dinner		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Relate North Symposium	per day	variable	variable	n/a	
Development	Shetland College	Willie Shannon		Sponsorship for student achievements		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Reclaim mobile phone etc. charges from UHI employees		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Train Shetland - Short Courses</b>	Short Courses - room hire	half day	62.00	63.85	2.98	
Development	Shetland College	Willie Shannon		Short Courses - room hire	full day	105.00	108.13	2.98	
Development	Shetland College	Willie Shannon		Short Courses - Invigilation Service for Exams	fee	123.00	126.67	2.98	

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Short Courses - Abrasive Wheels (1/2 day)	course	86.00	90.00	4.65	
Short Courses - Accredited Assessor Qualification	course + SQA fee	600.00	617.88	2.98	
Short Courses - Asbestos Awareness (1/2 day)	course	86.00	90.00	4.65	
Short Courses - Assertiveness Skills (1 day)	course	105.00	108.13	2.98	
Short Courses - COSHH Regulations (1/2 day)	course	92.00	90.00	-2.17	
Short Courses - Disability Awareness (1/2 day)	course	89.00	90.00	1.12	
Short Courses - Drive CPC	course	107.00	110.19	2.98	
Short Courses - Excellence in Customer Service (1 day)	course	105.00	108.13	2.98	
Short Courses - Fire Extinguisher Training (2hr course)	course	58.00	80.00	37.93	
Short Courses - Fire Safety Awareness/Fire Warden (1/2 day)	course	36.00	90.00	150	
Short Courses - HABC Emergency First Aid at Work (1 day)	course	118.00	118.00	0	A comparison with first aid prices with Orkney College & others shows the Shetland college's current charge is considerably higher. It is also near the threshold for payments received for direct care.
Short Courses - HABC Emergency Paediatric First Aid (1day)	course	118.00	118.00	0	A comparison with first aid prices with Orkney College & others shows the Shetland college's current charge is considerably higher. It is also near the threshold for payments received for direct care.
Short Courses - HABC First Aid at Work (3 day)	course	288.00	288.00	0	A comparison with first aid prices with Orkney College & others shows the Shetland college's current charge is considerably higher. It is also near the threshold for payments received for direct care.
Short Courses - HABC First Aid Refresher (2 day)	course	229.00	229.00	0	A comparison with first aid prices with Orkney College & others shows the Shetland college's current charge is considerably higher. It is also near the threshold for payments received for direct care.
Short Courses - HABC Paediatric First Aid (2 day)	course	229.00	229.00	0	A comparison with first aid prices with Orkney College & others shows the Shetland college's current charge is considerably higher. It is also near the threshold for payments received for direct care.
Short Courses - HABC Automated External Defibrillation (AED)	course	90.00	92.68	2.98	We run this course a few years ago charged at £90. We decided to run it again through Highfield due to demand.
Short Courses - Handling Stress at Work (1/2 day)	course	86.00	90.00	4.65	





Development	Shetland College	Willie Shannon		Plant Vocational Training - NVQ Certificate	course	1,273.00	1,123.00	-11.78	Price currently exceeds cost of mainland training. The Construction Industry are starting to get their VQ's from the Mainland. The grant for VQ's from CITB is £600. Reduce cost to retain business.
Development	Shetland College	Willie Shannon		Plant Vocational Training - NVQ Diploma	course	1,283.00	1,133.00	-11.69	As above
Development	Shetland College	Willie Shannon		Contribution for travel		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for lodgings		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for Assessors costs		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for College Fees		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Admin fee for FE credits for NAFC		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Course admissions - Service Level Agreement		variable	variable	n/a	
Development	Shetland College	Willie Shannon	<b>Train Shetland - Vocational</b>	Contribution for travel		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for lodgings		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for Assessors costs		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Contribution for College Fees		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Admin fee for FE credits for NAFC		variable	variable	n/a	
Development	Shetland College	Willie Shannon		Vocational Training - Annual Admin fee for MA	per MA per year		50.00	n/a	New charge
Development	Shetland College	Willie Shannon		Course admissions - Service Level Agreement		variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Burial Charges</b>	Adult		512.50	528.00	3.02	
Infrastructure	Environmental Services	Carl Symons		Children		no charge	no charge	n/a	
Infrastructure	Environmental Services	Carl Symons		Ashes		256.25	264.00	3.02	
Infrastructure	Environmental Services	Carl Symons		Burial ground reservation		550.00	566.50	3.00	
Infrastructure	Environmental Services	Carl Symons		Minimum charge for search of records		20.00	20.60	3.00	
Infrastructure	Environmental Services	Carl Symons		Charge for transfer of lair		20.00	20.60	3.00	
Infrastructure	Environmental Services	Carl Symons		Charge to issue permit for permission to erect memorial stone		50.00	51.50	3.00	
Infrastructure	Environmental Services	Carl Symons		Residents outside Shetland plot charge		825.00	850.00	3.03	
Infrastructure	Environmental Services	Carl Symons		Residents outside Shetland burial charge		768.75	800.00	4.07	
Infrastructure	Environmental Services	Carl Symons		Residents outside Shetland ashes charge		385.00	400.00	3.90	
Infrastructure	Environmental Services	Carl Symons	<b>Waste Disposal and Cleansing</b>	Gremista: minimum charges for load < than 200kg	up to 200kg	11.00	11.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Gremista Landfill: standard charges per tonne - landfill (excluding landfill tax and handling charge)	per tonne	55.00	56.65	3.00	
Infrastructure	Environmental Services	Carl Symons		Gremista landfill: landfill tax will be charged in addition to above (landfill tax (set by legislation) - non-inert	per tonne	88.95	91.62	3.00	





Infrastructure	Environmental Services	Carl Symons	Health Certificates	Commercial refuse containers - collection/disposal charge per uplift - wheeled bin	1100 litres	10.05	10.35	3.00	
Infrastructure	Environmental Services	Carl Symons		Commercial refuse containers - recycle waste collection/disposal charge per uplift - wheeled bin	1100 litres	9.53	9.82	3.00	
Infrastructure	Environmental Services	Carl Symons		Registered Charities involved in waste prevention activities (household waste type only)		100% discount	100% discount	n/a	
Infrastructure	Environmental Services	Carl Symons		Clinical waste collection - per premises (local authority)	per week	16.00	16.48	3.00	
Infrastructure	Environmental Services	Carl Symons		Cooking oil collection - per premises	per week	16.00	16.48	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse vehicle	per hour	32.00	32.96	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse driver	per hour	24.25	24.98	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse loader	per hour	21.50	22.15	3.00	
Infrastructure	Environmental Services	Carl Symons		Pick-up vehicle	per hour	10.25	10.56	3.00	
Infrastructure	Environmental Services	Carl Symons		Pick-up loader	per hour	21.00	21.63	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip hire - one-off		9.25	9.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip hire - part of a trade collection contract	per week	9.25	9.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip hire - part of a trade collection contract - third party	per week	9.25	9.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip vehicle - one-off		46.15	47.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip vehicle - part of a trade collection contract	per hour	46.15	47.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Refuse skip vehicle - part of a trade collection contract - third party	per hour	46.15	47.53	3.00	
Infrastructure	Environmental Services	Carl Symons		Street cleansing service - power washer	per hour	6.30	6.49	3.00	
Infrastructure	Environmental Services	Carl Symons		Hot water machine (power washer and weed sprayer)	per hour	12.60	12.98	3.00	
Infrastructure	Environmental Services	Carl Symons		Street cleansing service - street orderly	per hour	21.00	21.63	3.00	
Infrastructure	Environmental Services	Carl Symons		Schmidt vehicle	per hour	29.00	29.87	3.00	
Infrastructure	Environmental Services	Carl Symons		Schmidt driver	per hour	22.00	22.66	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - less than 5,000Kg (5 Tonnes)		70.37	72.48	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - greater than 5,000Kg (5 Tonnes)		70.37	72.48	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - charge if less than 24 hours notice given		21.68	22.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - issue copies of certificates		21.68	22.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - inspection charge if required for certification		58.48	60.23	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - audit charge every 6 months		238.11	245.25	3.00	
Infrastructure	Environmental Services	Carl Symons		Health certificates - hygiene inspection charges in respect of general landings of fishery products	per tonne	1 euro	1 euro	0	
Infrastructure	Environmental Services	Carl Symons		Health certificates - charges in respect of fishery products entering preparation/processing establishments	per tonne	1 euro	1 euro	0	
Infrastructure	Environmental Services	Carl Symons		Health certificates - voluntary surrenders of food		379.25	390.63	3.00	

Infrastructure	Environmental Services	Carl Symons	<b>Pest Control</b>	Pest control survey		37.93	39.00	2.82	
Infrastructure	Environmental Services	Carl Symons		Pest control survey to include treatment		91.99	94.75	3.00	
Infrastructure	Environmental Services	Carl Symons		Pest control - charge for each revisit after third visit		16.25	16.75	3.08	
Infrastructure	Environmental Services	Carl Symons		Pest control - free survey and treatment for those on means tested benefits for public health pests only		no charge	no charge	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Abandoned Vehicles</b>	Abandoned vehicles - uplift and disposal charge (set by Statute)		300.00	300.00	0	Set by Statute
Infrastructure	Environmental Services	Carl Symons	<b>Licensing</b>	Variation		59.55	61.34	3.00	
Infrastructure	Environmental Services	Carl Symons		Temporary event licence (non-commercial)		78.93	81.30	3.00	
Infrastructure	Environmental Services	Carl Symons		Skin piercers or tattooist licence		216.43	222.92	3.00	
Infrastructure	Environmental Services	Carl Symons		Late hours catering licence		324.67	334.41	3.00	
Infrastructure	Environmental Services	Carl Symons		Street traders licence		216.43	222.92	3.00	
Infrastructure	Environmental Services	Carl Symons		Individual street traders licence		59.55	61.34	3.00	
Infrastructure	Environmental Services	Carl Symons		Food compliance certificate for street traders licences		108.24	111.49	3.00	
Infrastructure	Environmental Services	Carl Symons		Second hand dealer's licence		216.43	222.92	3.00	
Infrastructure	Environmental Services	Carl Symons		Metal dealers licences/itinerant metal dealer's licence		1,082.14	1,114.61	3.00	
Infrastructure	Environmental Services	Carl Symons		Knife dealers licence		168.10	173.14	3.00	
Infrastructure	Environmental Services	Carl Symons		Temporary commercial public entertainments licence with a capacity of up 1,000 people		1,623.24	1,671.94	3.00	
Infrastructure	Environmental Services	Carl Symons		Temporary commercial public entertainments licence with a capacity of up 100 people at any one time		153.75	158.36	3.00	
Infrastructure	Environmental Services	Carl Symons		Temporary commercial public entertainments licence with a capacity greater than 1,000 people		2,164.29	2,229.22	3.00	
Infrastructure	Environmental Services	Carl Symons		Full public entertainment licence (3 year licence)		6,492.86	6,687.65	3.00	
Infrastructure	Environmental Services	Carl Symons		Issue of statement of facts		54.12	55.74	2.99	
Infrastructure	Environmental Services	Carl Symons		Animal health licences (including pet shops, animal boarding establishments, dog breeding establishments, riding establishments) + vet Fees		162.46	167.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Dangerous Wild Animals Act		541.20	557.44	3.00	
Infrastructure	Environmental Services	Carl Symons		House in multiple occupation (HMO licence) - up to 6 occupants		216.43	222.92	3.00	
Infrastructure	Environmental Services	Carl Symons		House in multiple occupation (HMO licence) - greater than 6 occupants		324.67	334.41	3.00	
Infrastructure	Environmental Services	Carl Symons		Landlord registration (10% discount if apply on-line) set nationally	per local authority	55.00	55.00	0	Set nationally
Infrastructure	Environmental Services	Carl Symons		Landlord registration - property registration set nationally	per property	11.00	11.00	0	Set nationally
Infrastructure	Environmental Services	Carl Symons	<b>Ship Sanitation Inspection charges by gross tonnage</b>	Gross tonnage Up to 1,000		90.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Gross tonnage 1,001 to 3,000		125.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Gross tonnage 3,001 - 10,000		190.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Gross tonnage 10,001 - 20,000		245.00		n/a	

Infrastructure	Environmental Services	Carl Symons	Calibration or verification of weighing and measuring equipment	Gross tonnage 20,001 - 30,000		320.00		n/a	Set by Statute, not yet determined
Infrastructure	Environmental Services	Carl Symons		Gross tonnage Over 30,000		375.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Extensions		60.00		n/a	
Infrastructure	Environmental Services	Carl Symons		with the exception of: Vessels with the capacity to carry between 50 and 1,000 persons		375.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Vessels with the capacity to carry more than 1,000 persons		640.00		n/a	
Infrastructure	Environmental Services	Carl Symons		Calibration or verification of weighing and measuring equipment - hourly rate for any equipment not specified in the following list (travel time will also be charged)	per hour	54.67	56.31	2.99	
Infrastructure	Environmental Services	Carl Symons		Weights - calibration or verification	per weight	7.82	8.06	3.06	
Infrastructure	Environmental Services	Carl Symons		Weights adjustment and cleaning of weights - per hour	per hour	44.08	45.40	3.01	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range not exceeding 6kg		30.59	31.50	2.99	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 6kg but not exceeding 100kg		43.51	44.82	3.01	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 100kg but not exceeding 250kg		54.67	56.31	2.99	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 250kg but not exceeding 1 tonne		109.32	112.60	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)		178.20	183.54	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)		224.10	230.82	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 10 tonnes (forklift provided on site)		445.51	458.87	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing machines - range exceeding 10 tonnes (forklift not provided on site)		732.40	754.38	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range not exceeding 6kg		45.88	47.26	3.01	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 6kg but not exceeding 100kg		65.24	67.20	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 100kg but not exceeding 250kg		82.00	84.46	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 250kg but not exceeding 1 tonne		164.02	168.94	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)		267.31	275.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)		336.17	346.25	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 10 tonnes (forklift provided on site)		784.36	807.89	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing instruments - range exceeding 10 tonnes (forklift not provided on site)		1,186.03	1,221.61	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range not exceeding 6kg		45.88	47.26	3.01	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 6kg but not exceeding 100kg		65.24	67.20	3.00	

Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 100kg but not exceeding 250kg		82.00	84.46	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 250kg but not exceeding 1 tonne		164.02	168.94	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 1 tonne but not exceeding 10 tonnes (forklift provided on site)		267.31	275.33	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 1 tonne but not exceeding 10 tonnes (forklift not provided on site)		336.17	346.25	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 10 tonnes (forklift provided on site)		784.36	807.89	3.00	
Infrastructure	Environmental Services	Carl Symons		Non-automatic weighing equipment (UKAS procedure - including determination of uncertainty budgets) range exceeding 10 tonnes (forklift not provided on site)		1,186.03	1,221.61	3.00	
Infrastructure	Environmental Services	Carl Symons		Measuring instruments for liquid fuel and lubricants (10% surcharge applicable to initial assessment of conformity under MID) - single/multi-outlets (nozzles) - first nozzle tested (per site)		109.35	112.63	3.00	
Infrastructure	Environmental Services	Carl Symons		Measuring instruments for liquid fuel and lubricants (10% surcharge applicable to initial assessment of conformity under MID) - single/multi-outlets (nozzles) - each additional nozzle tested		54.67	56.31	2.99	
Infrastructure	Environmental Services	Carl Symons		Road tanker fuel measuring equipment (above 100 Litres) meter measuring systems - per hour (reference meter provided by submitter)		54.67	56.31	2.99	
Infrastructure	Environmental Services	Carl Symons		Road tanker fuel measuring equipment (above 100 Litres) - replacement dipstick (including examination of compartment)		43.74	45.05	3.00	
Infrastructure	Environmental Services	Carl Symons		Road tanker fuel measuring equipment (above 100 Litres) - spare dipstick		19.82	20.42	3.01	
Infrastructure	Environmental Services	Carl Symons		Calibration certificates - basic calibration certificate		27.34	28.16	3.01	
Infrastructure	Environmental Services	Carl Symons		Calibration certificates - detailed results in calibration certificate		27.34	28.16	3.01	
Infrastructure	Environmental Services	Carl Symons		Calibration certificates - testing and certification of weighing equipment for the purposes of fish catching records		54.67	56.31	2.99	
Infrastructure	Environmental Services	Carl Symons	<b>Hire of test weights</b>	Weight hire: weights not exceeding 20kg - per individual weight hired for a period not exceeding seven days	per weight	7.00	7.21	3.00	
Infrastructure	Environmental Services	Carl Symons		Weight hire: 500kg block weights - per individual weight hired for a period not exceeding seven days	per weight	13.00	13.39	3.00	
Infrastructure	Environmental Services	Carl Symons		Delivery and collection of hired weights - per officer hour (plus transport costs)	per hour	54.67	56.31	3.00	
Infrastructure	Environmental Services	Carl Symons	<b>The Fireworks Regulations 2004</b>	Licence to supply fireworks outwith the prescribed periods (one year's duration)		500.00	500.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons	<b>Explosives Regulations 2014</b>	Licence to store explosives with a prescribed minimum separation distance (one year's duration)		178.00	178.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with a prescribed minimum separation distance (two years' duration)		234.00	234.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with a prescribed minimum separation distance (three years' duration)		292.00	292.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with a prescribed minimum separation distance (four years' duration)		360.00	360.00	0	Fee set out in legislation.

Infrastructure	Environmental Services	Carl Symons	Petroleum (Consolidation) Regulations 2014	Licence to store explosives with a prescribed minimum separation distance (five years' duration)		407.00	407.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with a prescribed minimum separation distance (one year's duration)		83.00	83.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with a prescribed minimum separation distance (two years' duration)		141.00	141.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with a prescribed minimum separation distance (three years' duration)		198.00	198.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with a prescribed minimum separation distance (four years' duration)		256.00	256.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with a prescribed minimum separation distance (five years' duration)		313.00	313.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with no prescribed minimum separation distance (one year's duration)		105.00	105.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with no prescribed minimum separation distance (two years' duration)		136.00	136.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with no prescribed minimum separation distance (three years' duration)		166.00	166.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with no prescribed minimum separation distance (four years' duration)		198.00	198.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Licence to store explosives with no prescribed minimum separation distance (five years' duration)		229.00	229.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with no prescribed minimum separation distance (one year's duration)		52.00	52.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with no prescribed minimum separation distance (two years' duration)		83.00	83.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with no prescribed minimum separation distance (three years' duration)		115.00	115.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with no prescribed minimum separation distance (four years' duration)		146.00	146.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Renewal of a licence to store explosives with no prescribed minimum separation distance (five years' duration)		178.00	178.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Varying name of licensee or address of site		35.00	35.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Any other kind of variation		35.00	35.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Transfer of licence		35.00	35.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Replacement of licence if lost		35.00	35.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Fee per year of storage certificate for petrol of a quantity not exceeding 2,500 litres	per year	42.00	42.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Fee per year of storage certificate for petrol of a quantity exceeding 2,500 litres but not exceeding 50,000 litres	per year	58.00	58.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Fee per year of storage certificate for petrol of a quantity exceeding 50,000 litres	per year	120.00	120.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Fee per year of licence to keep petrol of a quantity not exceeding 2,500 litres	per year	42.00	42.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons		Fee per year of licence to keep petrol of a quantity exceeding 2,500 litres but not exceeding 50,000 litres	per year	58.00	58.00	0	Fee set out in legislation.



Infrastructure	Environmental Services	Carl Symons		Fee per year of licence to keep petrol of a quantity exceeding 50,000 litres	per year	120.00	120.00	0	Fee set out in legislation.
Infrastructure	Environmental Services	Carl Symons	<b>Supply of heat from ERP</b>	Annual charge - based on SHEAP charges		variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Tonnes light iron</b>	Dependent on market price	per tonne	variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Tonnes burnt metal</b>	Dependent on market price	per tonne	variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Batteries lead acid</b>	Dependent on market price	per tonne	variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>WEEE collected by Shetland Islands Council</b>	Refunded by Govt	per tonne	variable	variable	n/a	
Infrastructure	Environmental Services	Carl Symons	<b>Water sampling</b>	Water sampling from private water supply		variable	variable	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Tingwall Airport</b>	Passenger charges (per departing passenger) - charter flights		5.50	5.70	3.64	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Baggage charge (per aircraft)		7.00	7.20	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Extended opening hours - public, charter and general aviation (by arrangement) per 15 minute segment		55.00	56.60	2.91	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Extended opening hours - air ambulance, search and rescue/medi-vac (by arrangement) per 15 minute segment		40.00	41.20	3.00	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Callout charge		130.00	134.00	3.08	
Infrastructure	Ferry & Air Operations	Andrew Inkster		HM Revenue and Customs		an attendance charge may apply	an attendance charge may apply	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Over 2,730kgs MTWA - per tonne or part thereof		25.00	25.70	2.80	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Over 2,730kgs MTWA - per tonne or part thereof - air ambulance/ search and rescue/medi vac- 50% concession		12.50	12.90	3.20	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Less than 2,730kgs MTWA - per landing (including out of hours landings)		21.50	22.10	2.79	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Annual consolidated landing fee - less than 2,730kgs MTWA		360.00	370.70	2.97	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Training circuits (per session max 10 circuits or part thereof per sessions)		25.00	25.70	2.80	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Landing supplements - fuel handling charge - JET A-1 - per fuelling, per aircraft		28.00	28.80	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Landing supplements - fuel handling charge - AVGAS - per fuelling, per aircraft		11.50	11.80	2.61	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Out of hours indemnity permit - duration 12 months		60.00	61.80	3.00	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Parking charges - for each 24 hours or part thereof		11.50	11.80	2.61	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Air ambulance standby		variable	variable	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Jet A1 fuel		variable	variable	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Papa Stour and Whalsay Airstrips - Landing Charges:</b>	Less than 2,730kgs MTWA - per tonne or part thereof (including out of hours landings)		25.00	25.70	2.80	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Out of hours indemnity permit - duration 12 months		60.00	61.80	3.00	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Return Fare Mainland to Bressay/Whalsay/Yell, Yell to Unst/Fetlar</b>	Adults - single	per passenger	5.50	5.70	3.64	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Adults - 10 journey ticket	per passenger	22.70	23.40	3.08	



Infrastructure	Ferry & Air Operations	Andrew Inkster		Contract rate for approved coaches carrying workers	normal coach & driver fare plus minimum 35 pax at multi journey rate	variable - dependent on passenger numbers	variable - dependent on passenger numbers	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Single Fare Mainland to Fair Isle/Foula, Foula/Fair Isle to Mainland</b>	Adults - single	per passenger	5.50	5.70	3.64	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Adults - 20 journey ticket	per passenger	45.40	47.40	4.41	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Children up to 19 & OAPS (with valid SIC pass)	per passenger	1.00	1.10	10.00	No increase since 2013/14.
Infrastructure	Ferry & Air Operations	Andrew Inkster		Children up to 19 & OAPS (with valid SIC pass) - 20 journey ticket	per passenger	5.50	6.40	16.36	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Infant (up to 5 years old)	per passenger	0.00	0.00	0	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Bicycle (rider pays passenger fare)	per passenger	rider pays passenger fare	rider pays passenger fare	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Non Fair Isle resident (Fair Isle only) - single	per passenger	16.60	17.10	3.01	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Cars & other vehicles & driver - single	per cars & other vehicles not exceeding 5.5m in length:	7.20	7.40	2.78	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Motorcycle & driver - single		14.60	15.00	2.74	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Domestic towed trailers including caravans <3.5m		6.70	6.90	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Domestic towed trailers including caravans 3.5m - 5.5m		9.50	9.80	3.16	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Towed trailers including caravans >5.5m		13.30	13.70	3.01	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Commercial vehicles & driver (including coaches without passengers) Fair Isle CV (Return)		12.08	12.42	2.81	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Single Fare Mainland to Skerries/ Papa Stour, Skerries/Papa Stour to Mainland</b>	Adults - Single	per passenger	5.50	5.70	3.64	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Adults - 20 journey ticket	per passenger	45.40	47.40	4.41	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Children up to 19 & OAPS (with valid SIC pass)	per passenger	1.00	1.10	10.00	No increase since 2013/14.
Infrastructure	Ferry & Air Operations	Andrew Inkster		Children up to 19 & OAPS (with valid SIC pass) - 20 journey ticket	per passenger	5.50	6.40	16.36	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Infant (up to 5 years old)	per passenger	0.00	0.00	0	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Bicycle (rider pays passenger fare)	per passenger	rider pays passenger fare	rider pays passenger fare	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Cars & other vehicles & driver - single	per cars & other vehicles not exceeding 5.5m in length:	7.20	7.40	2.78	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Cars & other vehicles & driver - 20 journey	per cars & other vehicles not exceeding 5.5m in length:	89.20	92.60	3.81	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Motorcycle & driver - single		6.20	6.40	3.23	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Motorhome 5.5m - 9m		14.00	14.40	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Motorhome 9.01m - 12m		17.00	17.50	2.94	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Motorhome 12m plus		21.00	21.60	2.86	

Infrastructure	Ferry & Air Operations	Andrew Inkster		Domestic towed trailers including caravans <3.5m		6.70	6.90	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Domestic towed trailers including caravans 3.5m - 5.5m		9.50	9.80	3.16	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Domestic towed trailers including caravans >5.5m		13.30	13.70	3.01	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Commercial vehicles & driver (including coaches without passengers) - 5.01m - 8.00m		12.08	12.42	2.81	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Commercial vehicles & driver (including coaches without passengers) - 8.01m - 12.00m		23.33	24.00	2.87	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Commercial vehicles & driver (including coaches without passengers) - 12.01m - 18.00m		32.50	33.50	3.08	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Commercial vehicles & driver (including coaches without passengers) - 18.00m plus - prior arrangement only		95.08	97.92	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Coaches carrying passengers & driver - 5.01m - 8.00m		12.20	12.60	3.28	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Coaches carrying passengers & driver - 8.01m - 12.00m		23.40	24.10	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Coaches carrying passengers & driver - 12.01m - 18.00m		32.60	33.60	3.07	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Tankers - up to 7.50m		21.83	22.50	3.07	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Tankers - 7.51m - 10.00m		39.75	40.92	2.94	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Tankers - 10.01m - 16.00m		51.83	53.33	2.89	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Plant - up to 7.50m		31.00	31.92	2.97	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Plant - 7.51m - 10.00m		55.50	57.15	2.97	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Plant - 10.01m - 16.00m		75.83	78.08	2.97	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Bressay Season Tickets</b>	Monthly unlimited foot travel		50.00	51.50	3.00	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Monthly - up to 15 foot passenger journeys and 10 car journeys per month		106.00	109.20	3.02	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Monthly - unlimited foot travel and up to 20 car journeys per month		140.50	144.70	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Annual unlimited foot travel		539.00	555.10	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Annual - up to 15 foot passenger journeys and 10 car journeys per month		1,155.00	1,189.40	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Annual - unlimited foot travel and up to 20 car journeys per month		1,540.00	1,585.90	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Standby ambulance</b>	Standby ambulance		variable	variable	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Community Council and Private Hire Rate</b>	Good Shepherd crew working within salary	fuel cost only	variable	variable	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Good Shepherd - crew working at straight time	first 3 hour block or part thereof	336.00	346.00	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda - crew working at straight time	first 3 hour block or part thereof	244.00	251.00	2.87	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda 4-crew	first 3 hour block or part thereof	355.00	366.00	3.10	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda to Fair Isle	first 3 hour block or part thereof	431.00	444.00	3.02	

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Bigga 4-crew	first 3 hour block or part thereof	355.00	366.00	3.10	
Fivla 4-crew	first 3 hour block or part thereof	420.00	433.00	3.10	
Leirna	first 3 hour block or part thereof	431.00	444.00	3.02	
Hendra	first 3 hour block or part thereof	431.00	444.00	3.02	
Geira 4-crew	first 3 hour block or part thereof	400.00	412.00	3.00	
Linga	first 3 hour block or part thereof	431.00	444.00	3.02	
Daggri	first 3 hour block or part thereof	431.00	444.00	3.02	
Dagalien	first 3 hour block or part thereof	431.00	444.00	3.02	
Daggri/Dagalien outside Yell Sound and/or >95 pax	first 3 hour block or part thereof	510.00	525.00	2.94	
Filla	first 3 hour block or part thereof	431.00	444.00	3.02	
Filla To Fair Isle	first 3 hour block or part thereof	510.00	525.00	2.94	
Use of Daggri/Dagalien galley including galley, prep & use of refrigerator	per hire	325.00	335.00	3.08	
Use of Daggri/Dagalien galley, SIC vending machines off	per hire	410.00	422.00	2.93	
Out of hours emergency call out rate when charter does not pay for crew on stand-by on route. Charged at Commercial Charter rate	per hire	variable	variable	n/a	
Use of SIC booking office service	per hire	100.00	105.00	5.00	
Good Shepherd - crew working at straight time	per hour in addition to first 3 hour block	112.00	115.34	2.98	
Snolda - crew working at straight time	per hour in addition to first 3 hour block	81.33	83.75	2.98	
Snolda 4-crew	per hour in addition to first 3 hour block	118.30	121.83	2.98	
Snolda to Fair Isle	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Bigga 4-crew	per hour in addition to first 3 hour block	118.33	121.83	2.96	
Fivla 4-crew	per hour in addition to first 3 hour block	140.00	144.17	2.98	

Infrastructure	Ferry & Air Operations	Andrew Inkster	Commercial Charter Rate	Leirna	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Hendra	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Geira 4-crew	per hour in addition to first 3 hour block	133.33	137.30	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Linga	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Dagalien	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri/Dagalien outside Yell Sound and/or >95 pax	per hour in addition to first 3 hour block	170.00	175.07	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla	per hour in addition to first 3 hour block	143.66	147.94	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla to Fair Isle	per hour in addition to first 3 hour block	170.00	175.06	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Good Shepherd crew working within salary	first three hour block	205.00	211.00	2.93	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Good Shepherd crew working at straight time	first three hour block	440.00	453.00	2.95	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda 4-crew - crew working at straight time	first three hour block	440.00	453.00	2.95	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda 4-crew	first three hour block	560.00	577.00	3.04	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda to Fair Isle	first three hour block	635.00	654.00	2.99	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Bigga 4-crew	first three hour block	430.00	443.00	3.02	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Fivla 4-crew	first three hour block	430.00	443.00	3.02	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Leirna	first three hour block	510.00	525.00	2.94	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Hendra	first three hour block	510.00	525.00	2.94	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Geira 4- crew	first three hour block	430.00	443.00	3.02	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Linga	first three hour block	575.00	592.00	2.96	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri	first three hour block	575.00	592.00	2.96	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Dagalien	first three hour block	575.00	592.00	2.96	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri/Dagalien outside Yell Sound and/or >95 pax	first three hour block	700.00	720.00	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla	first three hour block	750.00	772.00	2.93	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla to Fair Isle	first three hour block	815.00	839.00	2.94	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Use of Daggri/Dagalien galley including galley, prep & use of refrigerator	per hire	325.00	335.00	3.08	

Infrastructure	Ferry & Air Operations	Andrew Inkster		Use of Daggri/Dagalien galley, SIC vending machines off	per hire	410.00	422.00	2.93	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Good Shepherd crew working within salary	each additional hour	70.00	72.00	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Good Shepherd crew working at straight time	each additional hour	150.00	154.00	2.67	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda 4-crew - crew working at straight time	each additional hour	150.00	154.00	2.67	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda 4-crew	each additional hour	190.00	196.00	3.16	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Snolda to Fair Isle	each additional hour	215.00	221.00	2.79	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Bigga 4-crew	each additional hour	145.00	149.00	2.76	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Fivla 4-crew	each additional hour	145.00	149.00	2.76	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Leirna	each additional hour	175.00	180.00	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Hendra	each additional hour	175.00	180.00	2.86	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Geira 4-crew	each additional hour	145.00	149.00	2.76	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Linga	each additional hour	195.00	201.00	3.08	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri	each additional hour	195.00	201.00	3.08	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Dagalien	each additional hour	195.00	201.00	3.08	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Daggri/Dagalien outside Yell Sound and/or >95 pax	each additional hour	230.00	237.00	3.04	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla	each additional hour	250.00	257.00	2.80	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Filla to Fair Isle	each additional hour	270.00	278.00	2.96	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Bulk Cargo</b>	Small Package/Item (up to A4 size)	per item		0.42	n/a	Bulk cargo items have been amalgamated rather as having an exhaustive list
Infrastructure	Ferry & Air Operations	Andrew Inkster		Small Gas Bottle/Drum	per item		0.75	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Medium Item/Box/Bag	per item		0.75	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Large Mail Bag	per bag	1.38	1.42	2.90	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Large Box/Package/Item	per item		2.08	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Large Gas Bottle/Drum	per item		3.50	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Pallet/Crate/Large Bulky Item	per item		8.56	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Skip/Bowser	per skip		16.17	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Livestock - Lamb/Foal	each		0.42	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Livestock - All excluding Lamb/Foal	each		0.92	n/a	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Loose Freight Ro-Ro Services</b>	Carton/mail bag - large	per bag	1.69	1.75	3.55	
Infrastructure	Ferry & Air Operations	Andrew Inkster		Carton/mail bag - small	per bag	0.87	0.92	5.75	

Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Freight Services - Skerries, Papa Stour, Fair Isle &amp; Foula</b>	Bulk cargo (by arrangement only)	per tonne	13.02	13.42	3.07	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Parcel Rates for Island Shops</b>	Open to island based retailers, restaurants and cafes on islands service by inter island ro-ro ferries - to cover the cost of all small parcels placed on the ferry by the supplier and picked up at the island end of the journey by the island business. This scheme applies only to parcels that are placed on the vessel by suppliers in a defined storage area and picked up at the island end by the business without incurring handling by Ferry Services staff.	per year	205.30	211.42	2.98	
Infrastructure	Ferry & Air Operations	Andrew Inkster	<b>Ferry fares</b>	Ferry fares charged to a non-UK company, charges applied as above					
Infrastructure	Harbour	Andrew Inkster	<b>Consolidated charge for segregated ballast tankers entering the Port of Sullom Voe</b>	Shipping dues	applied per visit	1.85	1.90	2.70	
Infrastructure	Harbour	Andrew Inkster		Mooring charge	applied per visit	0.06	0.06	0	Not increased - part of consolidated charge
Infrastructure	Harbour	Andrew Inkster		Pilotage charge	applied (£0.21 x 2)	0.42	0.42	0	Not increased - part of consolidated charge
Infrastructure	Harbour	Andrew Inkster		B & L charge	applied (£0.08 x 2)	0.16	0.18	12.50	
Infrastructure	Harbour	Andrew Inkster	<b>Segregated Ballast Tankers/Other - Sullom Voe Area</b>	Towage	per gross tonne per visit	2.19	2.26	3.20	
Infrastructure	Harbour	Andrew Inkster	<b>Towage</b>	Cancellation charge will apply if tugs depart the tug jetty and are cancelled before making fast to vessel		10% of £2.49 (Port of Sullom Voe) or 10% of £2.19 (Sullom Voe Area)	10% of £2.56 (Port of Sullom Voe) or 10% of £2.26 (Sullom Voe Area)	2.81	
Infrastructure	Harbour	Andrew Inkster		Aborted Berthings or sailings will apply if a movement is unable to be completed after a tug or tugs have made fast, or have commenced assistance.		50% of £2.49 (Port of Sullom Voe) or 50% of £2.19 (Sullom Voe Area)	50% of £2.56 (Port of Sullom Voe) or 50% of £2.26 (Sullom Voe Area)	2.81	
Infrastructure	Harbour	Andrew Inkster		Push up charge will be levied if a tug or tugs are required to push-up on a vessel during periods of extreme weather conditions	per tug per hour or part thereof	1,869.00	1,925.00	3.00	
Infrastructure	Harbour	Andrew Inkster		Escorting charges/shifting from one jetty to another	per tug	£5,607 per 3 hours minimum and £1,869 per hour after or part thereof	£5,775 per 3 hours minimum and £1,925 per hour after or part thereof	3.00	
Infrastructure	Harbour	Andrew Inkster		Standby Charge will be levied if tugs are not used within an hour of order time	per tug per hour or part thereof	1,869.00	1,925.00	3.00	
Infrastructure	Harbour	Andrew Inkster		Fire fighting and oil dispersal duties	per tug	£5,607 per 3 hours minimum and £1,869 per hour thereafter, plus cost of fire fighting foam and oil dispersant liquids	£5,775 per 3 hours minimum and £1,925 per hour thereafter, plus cost of fire fighting foam and oil dispersant liquids	3.00	
Infrastructure	Harbour	Andrew Inkster		Late order charges may be charged if less than 12 hours notice is given in writing		15% surcharge (Calculated as per individual case)	15% surcharge (Calculated as per individual case)	n/a	
Infrastructure	Harbour	Andrew Inkster		Bunker charges	per tug movement	rates available on application	rates available on application	n/a	



Infrastructure	Harbour	Andrew Inkster		Other charges for towage operations not listed above are charged on a case by case basis		rates available on application	rates available on application	n/a	
Infrastructure	Harbour	Andrew Inkster	<b>Ships dues - Sullom Voe Harbour &amp; Gas Processing Plant</b>	Segregated ballast tankers	per gross tonne	1.85	1.90	2.70	
Infrastructure	Harbour	Andrew Inkster		Other	per gross tonne	1.67	1.72	2.99	
Infrastructure	Harbour	Andrew Inkster		(e) Vessels and barges working within the harbour limits in Yell Sound and not passing inward past number 5 buoy will be charged per gross tonne (Note: vessels transiting are not liable to charges)	per gross tonne	0.43	0.44	2.33	
Infrastructure	Harbour	Andrew Inkster	<b>Ships dues - Applicable to all Harbours</b>	(a) Per gross ton	per gross tonne	0.50	0.50	0	To stay in line with LPA
Infrastructure	Harbour	Andrew Inkster		(b) Barges - gross tonnage by calculation or certificate	gross tonnage by calculation	0.50	0.50	0	To stay in line with LPA
Infrastructure	Harbour	Andrew Inkster		(c) Passenger vessels/accommodation barges or vessels engaged in offshore oil/gas or other similar operations – long term rate (minimum 1 month stay – per GT per day)	per gross tonne per day	0.10	0.10	0	% increase not enough to make difference - to review in 20/21
Infrastructure	Harbour	Andrew Inkster		(d)(i) Cruise ships berthed at pier per gt	per gross tonne	0.14	0.14	0	% increase not enough to make difference - to review in 20/21
Infrastructure	Harbour	Andrew Inkster		(d)(ii) Cruise ships at anchor within harbour per gt	per gross tonne	0.07	0.07	0	% increase not enough to make difference - to review in 20/21
Infrastructure	Harbour	Andrew Inkster		(d)(iii) Security staff for ISPS restricted area	per vessel per day	0.00	100.00	100.00	
Infrastructure	Harbour	Andrew Inkster		(e) Passengers disembarking per person - (tourist traffic/ passenger liners only)	per passenger	1.65	1.70	3.03	
Infrastructure	Harbour	Andrew Inkster		(f)(i) Renewable devices etc. If an ITC69 is available the charge will be per GT as (a) above, otherwise the following charge applies per metre per day up to 40 metres	per mtr per day per vessel up to and including 40 mtrs	1.95	2.01	3.08	
Infrastructure	Harbour	Andrew Inkster		(f)(ii) per metre per day for every metre over 40 metres	per mtr per day per additional meter over 40 mtrs	3.59	3.70	3.06	
Infrastructure	Harbour	Andrew Inkster		(g)(i) Yachts - up to 12 metres	a) per yacht up to and including 12 mtrs	20.00	20.60	3.00	
Infrastructure	Harbour	Andrew Inkster		(g)(ii) Yachts - for every additional metre	b) per yacht per additional meter over 12 mtrs	2.10	2.20	4.76	
Infrastructure	Harbour	Andrew Inkster		(g)(iii) Yachts - visiting more than one Shetland Islands Council Pier or Harbour within one calendar month. Receipt must be shown at each Pier or Harbour	per yacht per calendar month	0.00	33.33	100.00	
Infrastructure	Harbour	Andrew Inkster		(g) Minimum charge per entry in stay at any Pier or Harbour	per vessel	20.00	20.60	3.00	
Infrastructure	Harbour	Andrew Inkster		(h) All vessels trading regularly on inter-island services per gross tonne per berthing	per gross tonne per berthing	0.07	0.07	0	% increase not enough to make difference - to review in 20/21
Infrastructure	Harbour	Andrew Inkster		Salmon cages launched and floating in Harbour per 4 day period	up to 70 Metre Cage	47.22	48.63	2.99	
Infrastructure	Harbour	Andrew Inkster		Salmon cages launched and floating in Harbour per 4 day period	70 Metre Cage	47.61	49.03	2.98	
Infrastructure	Harbour	Andrew Inkster		Salmon cages launched and floating in Harbour per 4 day period	80 Metre Cage	55.34	56.99	2.98	



Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(a) up to 15 gt	235.55	242.57	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(b) 16 gt to 30 gt	471.09	485.13	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(c) 31 gt to 50gt	785.15	808.55	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(d) 51 gt to 100 gt	1,570.30	1,617.09	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(e) 101 gt to 150 gt	2,355.45	2,425.64	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(f) 151 gt to 200 gt	3,140.60	3,234.19	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(g) 201 gt to 300 gt	4,710.90	4,851.28	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(h) 301 gt to 400 gt	6,281.20	6,468.38	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	(i) 401 gt to 500 gt	7,851.50	8,085.47	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels primarily engaged in the supply/operation or harvesting of farmed fish/farmed shellfish can apply for an annual rate based on the gt bands	every 100 gt in addition to (i) above	1,570.00	1,616.79	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels regularly providing services within a Council Harbour	(over 8 metres overall length) - per gross tonne per calendar month or part thereof	3.56	3.67	3.09	
Infrastructure	Harbour	Andrew Inkster	<b>Goods dues - Applicable to all Harbours</b>	Salmon farmers and shellfish farmers operating within or serviced from a harbour area but not making use of a Council pier or landing place	annually	241.58	248.78	2.98	
Infrastructure	Harbour	Andrew Inkster		Vessels storing nets on any pier, outwith designated net mending areas	per net per day	45.34	46.69	2.98	
Infrastructure	Harbour	Andrew Inkster		Where nets are stored in bins as provided by the Council the following bin rates apply	(a) per glass fibre bin per annum	164.25	167.90	2.22	
Infrastructure	Harbour	Andrew Inkster		Where nets are stored in bins as provided by the Council the following bin rates apply	(b) per small metal bin (1.925m x 1.925m) per annum	361.35	372.30	3.03	
Infrastructure	Harbour	Andrew Inkster		Where nets are stored in bins as provided by the Council the following bin rates apply	(c) per large metal bin (1.925m x 2.60m) per annum	405.15	416.10	2.70	
Infrastructure	Harbour	Andrew Inkster		Where nets are stored in bins as provided by the Council the following bin rates apply	(d) new style metal bins (3.04m x 2.43m) per annum	638.75	657.00	2.86	



Infrastructure	Harbour	Andrew Inkster	<b>Use of Hard Standing Area - Applicable to all Harbours</b>	Water - minimum charge		11.88	15.00	26.26	
Infrastructure	Harbour	Andrew Inkster		Electricity supplied from power bollards (available in Scalloway only) - minimum charge will apply over a seven day period		7.49	15.00	100.27	
Infrastructure	Harbour	Andrew Inkster		Where staff are required outwith normal working hours to provide water or electricity an additional charge will apply		rates available on application	rates available on application	n/a	
Infrastructure	Harbour	Andrew Inkster		Personnel outwith normal working hours		rates available on application	rates available on application	n/a	
Infrastructure	Harbour	Andrew Inkster		Outdoor storage - short term	per square metre per day or part thereof	0.24	0.25 (minimum charge £15.00)	4.17	
Infrastructure	Harbour	Andrew Inkster		Outdoor storage - long term (min 120 days) NB: Long term storage rates for Outdoor or Warehouse only apply on receipt of a written request and cannot be retrospective. Where goods have been on short term storage and the charge is to change to long term the long term rate will only apply from the date that request is received.	per square metre per day or part thereof	0.10	0.10	0	Will be reviewed next year.
Infrastructure	Harbour	Andrew Inkster		Trailers/containers parked on Harbour property not engaged in loading/discharging of goods (unless a request for long term storage is received) shall be liable for the following charge	(a) per day	5.31	5.47 (minimum charge £15.00)	3.01	
Infrastructure	Harbour	Andrew Inkster	<b>Use of Hard Standing Area - Applicable to Scalloway Harbour</b>	Salmon cages under construction - Storage of parts before construction commences		as per applicable storage rates above	as per applicable storage rates above	n/a	
Infrastructure	Harbour	Andrew Inkster		Salmon cages under construction - Whilst construction takes place	per day for each cage plus hard standing charge	83.36	85.82	2.95	
Infrastructure	Harbour	Andrew Inkster		Warehouse – Indoor storage, Scalloway Short term	per square metre per day or part thereof	0.32	0.33 (minimum charge £15.00)	3.12	
Infrastructure	Harbour	Andrew Inkster		Warehouse – Indoor storage, Scalloway Long term (min 120 days) NB: Long term storage rates for Outdoor or Warehouse only apply on receipt of a written request and cannot be retrospective. Where goods have been on short term storage and the charge is to change to long term the long term rate will only apply from the date that request is received.	per square metre per day or part thereof	0.11	0.11	0	Will be reviewed next year.
Infrastructure	Harbour	Andrew Inkster		Bulk cargo shipments - however, to avoid any delay to the ship when bulk cargo is being handled e.g. sand, aggregate, limestone etc., the consignee/shipper shall be assigned an area of the quay for stock piling purposes at the rate of 400m² per 1,000 tonnes. The shipper shall be responsible for clearing up the designated area after the total cargo has been shipped. One week (7 days) per cargo will be allowed free of hard standing storage fees. Any cargo remaining after one week will attract hard standing storage dues at the above storage rates.		as per applicable storage rates above	as per applicable storage rates above	n/a	
Infrastructure	Harbour	Andrew Inkster		Hire of the Pilot/Harbour Launch	per hour or part thereof	410.00	422.22	2.98	
Infrastructure	Harbour	Andrew Inkster		Hire of a mooring boat	per hour or part thereof	145.33	149.66	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Charges for Harbour Craft and Plant - Applicable to Sullom Voe Harbour</b>	Hire of Sullom Shearwater (subject to availability)	per hour or part thereof	145.33	149.66	2.98	

Infrastructure	Harbour	Andrew Inkster		Hire of forklift truck	per hour or part thereof	47.30	48.71	2.98	
Infrastructure	Harbour	Andrew Inkster		Hire of the marine travel lift	per hour or part thereof	160.22	164.99	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Charges for Harbour Craft and Plant - Applicable to Scalloway Harbour</b>	Hire of Scalloway Harbour launch	per hour or part thereof	145.33	149.66	2.98	
Infrastructure	Harbour	Andrew Inkster		Hire of the Scalloway Harbour launch to assist berthing	per hour or part thereof	193.39	199.15	2.98	
Infrastructure	Harbour	Andrew Inkster		Hire of forklift truck	per hour or part thereof	47.30	48.71	2.98	
Infrastructure	Harbour	Andrew Inkster		Hire of power washers	per hour or part thereof	21.75	22.40	2.99	
Infrastructure	Harbour	Andrew Inkster	<b>Security Charge - Applicable to All Harbours</b>	Security charge - (a) Applicable to all vessels, not belonging to the Authority, that are required to report to the Harbour Authority under ISPS regulations and that are not on annual dues.	per visit	66.10	68.10	3.03	
Infrastructure	Harbour	Andrew Inkster		Security charge - (b) Applicable to all vessels, not belonging to the Authority, that are required to report to the Harbour Authority under ISPS regulations and have paid annual dues.	per annum	66.10	68.10	3.03	
Infrastructure	Harbour	Andrew Inkster	<b>Access - Applicable to All Harbours</b>	Gangways - where available and supplied	per day	39.48	40.66	2.99	
Infrastructure	Harbour	Andrew Inkster		Gangways - where available and supplied	per week	118.47	122.00	2.98	
Infrastructure	Harbour	Andrew Inkster		Personnel access control barriers - where available per day. Long term rates available on request	per day	3.96	4.08	3.03	
Infrastructure	Harbour	Andrew Inkster	<b>Fenders - Applicable to All Harbours</b>	Fenders	per day	72.50	74.66	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Ship to Ship Transfer of Oil - Sullom Voe Harbour</b>	Ship-to-ship transfers of oil at a Sullom Voe Terminal jetty, excluding bunker transfers Export vessels only (no charge for import vessels)		0.40	0.40	0	no increase - static to encourage business
Infrastructure	Harbour	Andrew Inkster		Where an export tanker loads crude ex shore tankage before or after a ship-to-ship transfer	export vessel per gross tonne (vessel will be moved once free of charge)	0.40	0.40	0	no increase - static to encourage business
Infrastructure	Harbour	Andrew Inkster		Hire of craft to transfer hoses and fenders to/from vessels involved in Ship-to-Ship operations Deployment of materials		£1,113.41 (includes hire of vessel/s up to 3 hours). Hourly rate of hire thereafter £337.84 per vessel	£1,113.41 (includes hire of vessel/s up to 3 hours). Hourly rate of hire thereafter £337.84 per vessel	0	no increase - static to encourage business
Infrastructure	Harbour	Andrew Inkster		Hire of craft to transfer hoses and fenders to/from vessels involved in Ship-to-Ship operations Retrieval of materials		£724.24 (includes hire of vessel/s up to 2 hours). Hourly rate of hire thereafter £337.84 per vessel	£724.24 (includes hire of vessel/s up to 2 hours). Hourly rate of hire thereafter £337.84 per vessel	0	no increase - static to encourage business
Infrastructure	Harbour	Andrew Inkster	<b>Mooring Rates - Sullom Voe Harbour</b>	At any one of the oil loading jetties	per gross tonne, per mooring operation	0.06	0.06	0	not increased - part of consolidated charge
Infrastructure	Harbour	Andrew Inkster		At any other jetty	per mooring boat per hour or part thereof	259.24	266.97	2.98	
Infrastructure	Harbour	Andrew Inkster		At any jetty but not requiring a mooring boat	per hour or part thereof	119.84	123.41	2.98	

Infrastructure	Harbour	Andrew Inkster	<b>Pilotage Charges - Sullom Voe Harbour</b>	For piloting a vessel inwards or outwards in the Harbour Area and for each piloted movement within the harbour	per gross tonne	0.21	0.21	0	not increased - part of consolidated charge
Infrastructure	Harbour	Andrew Inkster		For piloting a vessel inwards or outwards in the Harbour Area and for each piloted movement within the harbour	minimum charge per act of pilotage	319.47	328.99	2.98	
Infrastructure	Harbour	Andrew Inkster		When a pilot is requested for the departure, moving or arrival of a vessel and the vessel fails to move or arrive within one hour of the stated time of departure, move or arrival;	per hour	188.59	194.21	2.98	
Infrastructure	Harbour	Andrew Inkster		When a pilot is requested and the requirement is cancelled after the pilot has set out to undertake pilotage;	per hour	188.59	194.21	2.98	
Infrastructure	Harbour	Andrew Inkster		For detention aboard ship of a pilot by request of the Master, Owner or Agent and no pilotage service is being rendered, and	per hour	188.59	194.21	2.98	
Infrastructure	Harbour	Andrew Inkster		When a pilot is in attendance on board a vessel berthed alongside during periods of severe weather.	per hour	188.59	194.21	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Pilotage Charges - Scalloway Harbour</b>	For piloting a vessel up to and including 300 Gross Tonnes inwards or outwards in the Pilotage District, to or from either an anchorage, buoy or berth and for each piloted movement within the harbour	per act of pilotage	45.00	46.34	2.98	
Infrastructure	Harbour	Andrew Inkster		For piloting a vessel 301 Gross Tonnes and over, inwards or outwards in the Pilotage District, to or from either an anchorage, buoy or berth and for each piloted movement within the harbour	per gross tonne	0.13	0.13	0	No increase to encourage business.
Infrastructure	Harbour	Andrew Inkster		When a pilot is requested for the departure, shifting or arrival of a vessel and the vessel fails to move or arrive within one hour of the stated time of departure, shift or arrival;	per hour	45.00	46.34	2.98	
Infrastructure	Harbour	Andrew Inkster		When a pilot is requested and the request is cancelled after the pilot has set out to undertake pilotage, and	per hour	45.00	46.34	2.98	
Infrastructure	Harbour	Andrew Inkster		For detention aboard ship of a pilot by request of the Master, Owner or Agent and no pilotage service is being rendered.	per hour	45.00	46.34	2.98	
Infrastructure	Harbour	Andrew Inkster							
Infrastructure	Harbour	Andrew Inkster	<b>Boarding and Landing Charges - Sullom Voe Harbour</b>	(a) per gross tonne		0.08	0.09	12.50	
Infrastructure	Harbour	Andrew Inkster		(b) minimum charge per act of pilotage		319.47	328.99	2.98	
Infrastructure	Harbour	Andrew Inkster		If the pilot launch is detained under any of the circumstances as mentioned in paragraph two of the scale of charges for pilotage	per hour or part thereof	710.59	731.77	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Boarding and Landing Charges - Scalloway Harbour</b>	For each act of pilotage undertaken every vessel shall pay a boarding fee or a landing fee for use of the pilot cutter, plus outside normal working hours, there shall be an additional charge for labour involved	per hour or part thereof	145.33	149.66	2.98	
Infrastructure	Harbour	Andrew Inkster		If the pilot launch is detained by virtue of any of the circumstances in paragraph three of the scale of pilotage charges, a charge shall apply.	per hour or part thereof	145.33	149.66	2.98	
Infrastructure	Harbour	Andrew Inkster	<b>Administration charge</b>	Administration charge		variable	variable	n/a	
Infrastructure	Harbour	Andrew Inkster	<b>Jetty Recharge</b>	Jetty recharge		variable	variable	n/a	
Infrastructure	Harbour	Andrew Inkster	<b>Interest</b>	Interest on overdue invoices		variable	variable	n/a	
Infrastructure	Harbour	Andrew Inkster	<b>Lease</b>	Lease		variable	variable	n/a	
Infrastructure	Harbour	Andrew Inkster	<b>Rent</b>	Rent		variable	variable	n/a	

Infrastructure	Roads	Dave Coupe	<b>Traffic Orders and Notices</b>	Temporary notice (in an emergency, not exceeding 5 days) (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)		186.81	192.41	3.00	
Infrastructure	Roads	Dave Coupe		Temporary Traffic Order (up to 18 months) (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)		603.06	621.15	3.00	
Infrastructure	Roads	Dave Coupe		Extension of a Temporary Traffic Order (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)		273.80	282.01	3.00	
Infrastructure	Roads	Dave Coupe		Inspection charge per week or part thereof (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)		65.77	67.74	3.00	
Infrastructure	Roads	Dave Coupe		Advert in Shetland Times (public notices) (applicable to Utilities and similar, charges levied using powers in the New Roads and Street Works Act)		at cost	at cost	n/a	
Infrastructure	Roads	Dave Coupe	<b>Permit System and Charges</b>	New Roads and Street Works Act 1991, Section 109. Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - Minor Works		114.63	118.07	3.00	
Infrastructure	Roads	Dave Coupe		New Roads and Street Works Act 1991, Section 109. Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - Standard Works		202.78	208.86	3.00	
Infrastructure	Roads	Dave Coupe		New Roads and Street Works Act 1991, Section 109. Permission for minor road works consent to open the road for the purpose of installing or maintaining apparatus within the public road. (3 x Inspection Fee) - Major Works		517.96	533.50	3.00	
Infrastructure	Roads	Dave Coupe		Private Apparatus Record Fee (to be applied to private apparatus installed in a public road that will not be adopted by a recognised statutory undertaker)		110.32	113.63	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 56 - Permission for minor road works consent to construct a new access, vehicular crossing or make an opening within the public road. (3 x Inspection Fee)		165.58	170.55	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 58(1) and 58(2) Permission to temporarily occupy a portion of the public road in connection with building operations and/or to erect staging and scaffolding - Up to one week		55.16	56.81	2.99	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 58(1) and 58(2) Permission to temporarily occupy a portion of the public road in connection with building operations and/or to erect staging and scaffolding - Weekly charge after first week		32.88	33.87	3.01	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 85(1) and 85(2) - Permission to place a builders skip within the public road - up to one week		27.63	28.46	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 85(1) and 85(2) - Permission to place a builders skip within the public road - Weekly charge after first week		17.03	17.54	2.99	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 59 - Permission to occupy the road with a market or stall - Regularly recurring events - Initial admin fee (admin fee only paid with initial application)		63.67	65.58	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 59 - Permission to occupy the road with a market or stall - Regularly recurring events - annual charge	per square metre of occupation	5.51	5.68	3.09	



Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 59 - Permission to occupy the road with a market or stall - One-off events - Admin fee		63.67	65.58	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984, Section 59 - Permission to occupy the road with a market or stall - One-off events	per square metre of occupation	2.22	2.29	3.15	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984 Section 59 - Permission to occupy the road or pavement with tables and chairs in connection with siting an operation of a Street Café - Initial admin fee and occupation for first year		131.59	135.54	3.00	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984 Section 59 - Permission to occupy the road or pavement with tables and chairs in connection with siting an operation of a Street Café - Annual registration fee		55.16	56.81	2.99	
Infrastructure	Roads	Dave Coupe		Roads (Scotland) Act 1984 Section 59 - Permission to occupy the road or public footway in connection with the siting of an A-Board advertising Sign - Annual fee		27.63	28.46	3.00	
Infrastructure	Roads	Dave Coupe	<b>NR&amp;SWA Inspection Fees</b>	The inspection fees we as a Roads Authority can charge Utilities when they excavate in a public Road is given in the Road Works (Inspection Fees) (Scotland) Amendment Regulations.		37.31	36.00	-3.51	
Infrastructure	Roads	Dave Coupe	<b>Retrospective Penalty Charge</b>	Penalty charge equivalent to the current value of Roads (Scotland) Act 1984 (Fixed Penalty) Regulations 2008 Fixed Penalties plus inspection fee and additional administration costs. Applied to instances where there has been a failure to apply for the relevant licence or consents under Sections 56, 58 and 85 of the Roads (Scotland) Act 1984, or section 109 of the New Roads and Streetworks Act 1991.		169.13	174.20	3.00	
Infrastructure	Roads	Dave Coupe	<b>NRSWA Recharges</b>	NRSWA recharges to utilities		variable	variable	n/a	
Infrastructure	Roads	Dave Coupe	<b>Gritting Fees</b>	Gritting fee per occasion a gritter treats a private road, access or car park - Blacksness Pier, Scottish Water accesses, large car park	per treatment	66.97	68.98	3.00	
Infrastructure	Roads	Dave Coupe		Gritting fee, per occasion a gritter treats a private road, access or car park - Small private roads / accesses, small car park	per treatment	26.79	27.59	2.99	
Infrastructure	Roads	Dave Coupe		Other private gritting not covered above will be charged at a rate based on the above list, or a charge will be calculated taking account of the scope of the work involved.	per treatment	variable	variable	n/a	
Infrastructure	Roads	Dave Coupe		NHS mobilisation charge	annually	5,778.44	5,951.79	3.00	
Infrastructure	Roads	Dave Coupe		NHS car parks - pre-salt treatments	per treatment	66.97	68.98	3.00	
Infrastructure	Roads	Dave Coupe		NHS car parks - gritting treatments	per treatment	233.24	240.24	3.00	
Infrastructure	Roads	Dave Coupe		Filling grit bins	at cost	at cost	at cost	n/a	
Infrastructure	Roads	Dave Coupe		Supply of rock salt	per tonne	40.59	41.81	3.01	
Infrastructure	Roads	Dave Coupe	<b>Classification Tests - Soils</b>	Liquid limit (BS 1377, Part 2 : 1990 - Method 4.3)	per test	31.11	32.04	2.99	
Infrastructure	Roads	Dave Coupe		Plastic limit (BS 1377, Part 2 : 1990 - Method 5.3)	per test	25.63	26.40	3.00	
Infrastructure	Roads	Dave Coupe		Plasticity & liquidity index (BS 1377, Part 2 : 1990 - Method 5.4)	per test	25.63	26.40	3.00	
Infrastructure	Roads	Dave Coupe		Specific gravity (density bottle) (BS 1377, Part 2 : 1990 - Method 8.3)	per test	33.94	34.96	3.01	
Infrastructure	Roads	Dave Coupe		Particle size distribution (washed analysis) (BS 1377, Part 2 : 1990 - Method 9.2)	per test	56.38	58.07	3.00	

Infrastructure	Roads	Dave Coupe	<b>Compaction Tests - Soils</b>	2.5kg rammer (for soils to medium gravel size) (BS 1377, Part 4 : 1990 - Method 3.3)	per set	90.50	93.22	3.01	
Infrastructure	Roads	Dave Coupe		2.5kg rammer (for soils to coarse gravel size) (BS 1377, Part 4 : 1990 - Method 3.4)	per set	90.50	93.22	3.01	
Infrastructure	Roads	Dave Coupe		4.5kg rammer (for soils to medium gravel size) (BS 1377, Part 4 : 1990 - Method 3.5)	per set	101.80	104.85	3.00	
Infrastructure	Roads	Dave Coupe		4.5kg rammer (for soils to coarse gravel size) (BS 1377, Part 4 : 1990 - Method 3.6)	per set	101.80	104.85	3.00	
Infrastructure	Roads	Dave Coupe		Vibrating hammer (BS 1377, Part 4 : 1990 - Method 3.7)	per set	124.44	128.17	3.00	
Infrastructure	Roads	Dave Coupe		Moisture condition value (BS 1377, Part 4 : 1990 - Method 5)	per set	45.24	46.60	3.01	
Infrastructure	Roads	Dave Coupe		California bearing ratio (BS 1377, Part 4 : 1990 - Method 7)	per set	67.87	69.91	3.01	
Infrastructure	Roads	Dave Coupe	<b>Aggregate Testing</b>	Relative density & water absorption (BS EN 1097, part 6 : 2000)	per test	45.24	46.60	3.01	
Infrastructure	Roads	Dave Coupe		Compacted bulk density of received material (BS 812, Part 2 : 1975)	per test	33.94	34.96	3.01	
Infrastructure	Roads	Dave Coupe		Bulk density of received material (BS EN 1097, Part 3 : 1998)	per test	28.28	29.13	3.01	
Infrastructure	Roads	Dave Coupe		Grading of sub-base (BS EN 933, Part 1 : 1997)	per test	56.56	58.26	3.01	
Infrastructure	Roads	Dave Coupe		Grading of concrete aggregates (BS EN 933, Part 1 : 1997)	per test	45.24	46.60	3.01	
Infrastructure	Roads	Dave Coupe		Flakiness index (BS EN 933, Part 3 : 1997)	per test	25.63	26.40	3.00	
Infrastructure	Roads	Dave Coupe		Elongation index (BS 812, Part 105.2 : 1985)	per test	16.96	17.47	3.01	
Infrastructure	Roads	Dave Coupe		Aggregate crushing value (BS EN 1097, Part 2 : 1998)	per test	84.84	87.39	3.01	
Infrastructure	Roads	Dave Coupe		Ten per cent fines value (BS EN 1097, Part 2 : 1998)	per test	84.84	87.39	3.01	
Infrastructure	Roads	Dave Coupe		Aggregate impact value (BS EN 1097, Part 2 : 1998)	per test	33.94	34.96	3.01	
Infrastructure	Roads	Dave Coupe	<b>Concrete Testing</b>	Compressive strength of concrete cubes (BS EN 12390, Part 3 : 2002) (from certified cube moulds)	per cube	8.49	8.74	2.94	
Infrastructure	Roads	Dave Coupe		Compressive strength of concrete cubes (BS EN 12390, Part 3 : 2002) (from cube moulds that are not certified)	per cube	15.38	15.84	2.99	
Infrastructure	Roads	Dave Coupe		Compressive strength of concrete cores (BS EN 12504, Part 1 : 2000)	per core	56.56	58.26	3.01	
Infrastructure	Roads	Dave Coupe		Compressive strength of concrete blocks (fibre board) (BS 1052, Part 1 : 1999)	per block	13.57	13.98	3.02	
Infrastructure	Roads	Dave Coupe	<b>Bituminous Testing</b>	Binder content & grading (by difference) (BS EN 12697, Part 2 : 2002)	per test	82.74	85.22	3.00	
Infrastructure	Roads	Dave Coupe		Percentage refusal density (BS 598, Part 104 : 1989)	per set	226.25	233.04	3.00	
Infrastructure	Roads	Dave Coupe	<b>Field Testing - Soils</b>	CBR by Clegg impact hammer (in-house method)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe	<b>Field Testing - Concrete</b>	Cube making (including workability test) (BS EN 12390, Part 2 : 2000)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe		Determination of air content (BS EN 12390, Part 8 : 2000)	per test	16.96	17.47	3.01	
Infrastructure	Roads	Dave Coupe		Density of compacted fresh concrete (BS EN, 12350 : Part 6 : 2000)	per test	28.28	29.13	3.01	
Infrastructure	Roads	Dave Coupe		Cover meter survey (BS 1881, Part 201 : 1986)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe		Schmidt hammer tests (BS EN 12504, Part 2 : 2001)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe		Core cutting	per hour	50.90	52.43	3.01	

Infrastructure	Roads	Dave Coupe	<b>Field Testing - Blacktop</b>	On-site sampling of blacktop (BS EN 12697, Part 27 : 2001)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe		Determination of texture depth (BS 598, Part 3 : 1985 - Method 7)	per test	16.96	17.47	3.01	
Infrastructure	Roads	Dave Coupe		Core cutting for PRD & pavement examination	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe		Skid Resistance meter (TRRL)	per hour	50.90	52.43	3.01	
Infrastructure	Roads	Dave Coupe	<b>Time Based Charges</b>	Work done on a time basis will be charged per hour; as well as labour, the charge will cover the use of a vehicle, normal tools and equipment.		variable	variable	n/a	
Infrastructure	Roads	Dave Coupe		Mileage to site will be charged at standard Council rates.		variable	variable	n/a	
Infrastructure	Roads	Dave Coupe	<b>Other Tests</b>	Any other tests required will either be charged at a rate based on a comparable test listed above, or a charge will be calculated taking account of equipment required and time normally taken to carry out the test. If not appropriate charges will be on a time basis.		variable	variable	n/a	
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Materials (DryStone)</b>	As dug hardcore	per tonne	3.80	3.92	3.08	
Infrastructure	Roads	Dave Coupe		Primary armouring	per tonne	9.20	9.48	3.04	
Infrastructure	Roads	Dave Coupe		Armouring	per tonne	9.20	9.48	3.04	
Infrastructure	Roads	Dave Coupe		Quarry cleanings	per tonne	4.80	4.94	2.92	
Infrastructure	Roads	Dave Coupe		Scalpings	per tonne	3.80	3.91	2.89	
Infrastructure	Roads	Dave Coupe		Type 1	per tonne	4.50	4.64	3.11	
Infrastructure	Roads	Dave Coupe		Crusher run	per tonne	6.80	7.00	2.94	
Infrastructure	Roads	Dave Coupe		Dust	per tonne	10.05	10.35	2.99	
Infrastructure	Roads	Dave Coupe		Frost grit	per tonne	10.05	10.35	2.99	
Infrastructure	Roads	Dave Coupe		All-in-aggregate	per tonne	10.05	10.35	2.99	
Infrastructure	Roads	Dave Coupe		Aggregate 40mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Aggregate 28mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Aggregate 20mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Aggregate 14mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Aggregate 10mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Aggregate 6mm	per tonne	10.05	10.35	3.04	
Infrastructure	Roads	Dave Coupe		Recycled asphalt (no levy)	per tonne	5.50	5.67	3.09	
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Materials (Coated Stone)</b>	AC 28 base	per tonne	68.65	73.65	7.29	
Infrastructure	Roads	Dave Coupe		AC 20 base	per tonne	78.27	83.27	6.39	
Infrastructure	Roads	Dave Coupe		AC 20 base Nytherm 190	per tonne	79.97	84.97	6.25	
Infrastructure	Roads	Dave Coupe		AC 14 surface	per tonne	80.62	85.62	6.20	

Infrastructure	Roads	Dave Coupe		AC 14 surface Nytherm 190	per tonne	82.32	87.32	6.07	
Infrastructure	Roads	Dave Coupe		AC 10 surface	per tonne	81.34	86.34	6.15	
Infrastructure	Roads	Dave Coupe		AC 10 surface Nytherm 190	per tonne	83.04	88.04	6.02	
Infrastructure	Roads	Dave Coupe		AC 6 surface	per tonne	89.12	94.12	5.61	
Infrastructure	Roads	Dave Coupe		AC 6 surface Nytherm 190	per tonne	90.82	95.82	5.50	
Infrastructure	Roads	Dave Coupe		AC 14 surface	per tonne	97.31	102.31	5.14	
Infrastructure	Roads	Dave Coupe		Bitsand	per tonne	121.89	126.89	4.10	
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Aggregate tax</b>	Dry materials	per tonne	2.00	2.00	0	Fee set out in legislation.
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Aggregate tax</b>	Coated materials	per tonne	1.90	1.90	0	Fee set out in legislation.
Infrastructure	Roads	Dave Coupe	<b>Rural Quarry Materials</b>	Charge added to above material price depending on which quarry	per tonne	as above material costs plus price of haulage at the time of delivery	as above material costs plus price of haulage at the time of delivery	n/a	
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Bitumen Emulsion</b>	K1-40	barrel	121.00	121.00	0	No increase as charge above market rate.
Infrastructure	Roads	Dave Coupe			tonne	590.00	590.00	0	No increase as charge above market rate.
Infrastructure	Roads	Dave Coupe		K1-60	barrel	181.00	181.00	0	No increase as charge above market rate.
Infrastructure	Roads	Dave Coupe			tonne	885.00	885.00	0	No increase as charge above market rate.
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Haulage</b>	Fixed element	per load	21.60	22.25	3.01	
Infrastructure	Roads	Dave Coupe		Variable element	per mile	3.40	3.50	2.94	
Infrastructure	Roads	Dave Coupe	<b>Scord Quarry Callout charge</b>	By special agreement dependant on volume and subject to minimum charge	per occasion	300.00	325.00	8.33	
Infrastructure	Roads	Dave Coupe	<b>Roads Operations</b>	Surface dressing treatment - single coat (mainland)	per square metre	3.67	3.78	3.00	
Infrastructure	Roads	Dave Coupe		Surface dressing treatment - double coat (mainland)	per square metre	7.33	7.55	3.00	
Infrastructure	Roads	Dave Coupe		Surface dressing treatment - single coat (isles)	per square metre	4.04	4.16	2.97	
Infrastructure	Roads	Dave Coupe		Surface dressing treatment - double coat (isles)	per square metre	8.19	8.44	3.05	
Infrastructure	Roads	Dave Coupe		Chargeable works - various, e.g. surfacing, sweeping, sign manufacture, drainage, inspections etc	at cost	at cost	at cost	n/a	
Infrastructure	Roads	Dave Coupe		Roads maintenance compensation		variable	variable	n/a	
Infrastructure	Roads	Dave Coupe							
Infrastructure	Estate Operations	Carl Symons	<b>Public Toilets</b>	Esplanade toilets: shower, towel, soap		4.75	5.00	5.26	
Infrastructure	Estate Operations	Carl Symons		Esplanade toilets: shower		2.65	2.75	3.77	
Infrastructure	Estate Operations	Carl Symons		Esplanade toilets: use of WC (coin metered)		0.20	0.20	0	Meter fixed for 20p coin.
Infrastructure	Estate Operations	Carl Symons	<b>Hire of Council buses (Whalsay)</b>	Hire of Council buses (including driver)	per mile plus	3.00	3.09	3.00	
Infrastructure	Estate Operations	Carl Symons		9am to 5pm - Monday to Friday	per hour	28.49	29.34	2.98	
Infrastructure	Estate Operations	Carl Symons		5pm to 10pm - Monday to Friday and 9am to 10pm - Saturday	per hour	42.74	44.02	2.99	

Infrastructure	Estate Operations	Carl Symons		10pm to 9am - Monday to Saturday and all day Sunday	per hour	52.14	53.70	2.99	
Infrastructure	Estate Operations	Carl Symons	<b>Green Deal Surveys</b>	Carried out in accordance with the relevant Green Deal Code of Practice (CoP), the Energy Act 2011 and the Energy Performance of Buildings (Scotland) Regulations 2008. All areas, unified rate.	per survey	245.00	245.00	0	Fee set out in legislation.
Infrastructure	Estate Operations	Carl Symons	<b>Energy Performance Certificate</b>	Carried out in accordance with the relevant Green Deal Code of Practice (CoP), the Energy Act 2011 and the Energy Performance of Buildings (Scotland) Regulations 2008. All areas, unified rate.	per survey	150.00	150.00	0	Fee set out in legislation.
Infrastructure	Estate Operations	Carl Symons	<b>Garage</b>	MOT Fee's - Set by the Vehicle and Operator Services Agency (VOSA). There's a maximum amount MOT test stations can charge. This depends on the type of vehicle. The maximum fee for a car is £54.85. A full list of charges can be found at: <a href="https://www.gov.uk/getting-an-mot/mot-test-fees">https://www.gov.uk/getting-an-mot/mot-test-fees</a>	per MOT	maximum amount set by VOSA	maximum amount set by VOSA	n/a	
Infrastructure	Estate Operations	Carl Symons		Triscan fuel issues		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Vehicle maintenance		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons	<b>Estate Operations</b>	Recharges		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Recharges		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Building maintenance works		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Admin fee		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Electricity at lower rate		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Electricity at standard rate		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		District Heating charge for Seaview tenants		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Electricity charge for Seaview tenants		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Heating oil charge to sheltered housing tenants		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Recharge of water charges as per attached sheet		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons		Recharge of Biomass heating at Scalloway		variable	variable	n/a	
Infrastructure	Estate Operations	Carl Symons	<b>Electric Vehicle Charging Points</b>	Electric vehicle charge	£0.15 per kwh	0.17	0.17	0	Under review.
ALL SERVICES	ALL	ALL	<b>Visitor and Staff Meals (Staff in certain supported accommodation settings receive a 50% reduction in cost)</b>	Breakfast	per meal	2.55	2.60	1.96	
ALL SERVICES	ALL	ALL		Lunch/dinner	per meal	4.60	4.70	2.17	
ALL SERVICES	ALL	ALL		Tea/coffee	per meal	0.75	0.80	6.67	
ALL SERVICES	ALL	ALL		Light meal/snack	per meal	2.05	2.10	2.44	
ALL SERVICES	ALL	ALL	<b>General Photocopying</b>	Black and white, A4	per side	0.16	0.17	6.25	

ALL SERVICES	ALL	ALL		Colour, A4	per side	0.32	0.33	3.13	
ALL SERVICES	ALL	ALL		Black and white, A3	per side	0.32	0.33	3.13	
ALL SERVICES	ALL	ALL		Colour, A3	per side	0.64	0.66	3.13	
ALL SERVICES	ALL	ALL		Black and white, A2 (only available at certain locations)	per side	0.64	0.66	3.13	
ALL SERVICES	ALL	ALL		Colour, A2 (only available at certain locations)	per side	1.25	1.30	4.00	
ALL SERVICES	ALL	ALL		Black and white, A1 (only available at certain locations)	per side	1.25	1.30	4.00	
ALL SERVICES	ALL	ALL		Colour, A1 (only available at certain locations)	per side	2.50	2.55	2.00	
ALL SERVICES	ALL	ALL		Black and white, A0 (only available at certain locations)	per side	2.50	2.55	2.00	
ALL SERVICES	ALL	ALL		Colour, A0 (only available at certain locations)	per side	4.95	5.05	2.02	
Development	Shetland College	Willie Shannon	<b>Student Photocopying (specifically related to their Education only, otherwise see "General Photocopying")</b> <b>NOTE ALL STUDENTS RECEIVE AN INITIAL PRINT CREDIT OF £12 PER FULL TIME COURSE</b>	Black and white, A4	one side	0.05	0.05	0.00	
Development	Shetland College	Willie Shannon		Colour, A4	one side	0.13	0.13	0.00	
Development	Shetland College	Willie Shannon		Black and white, A3	one side	0.09	0.09	0.00	
Development	Shetland College	Willie Shannon		Colour, A3	one side	0.23	0.24	4.35	
Development	Shetland College	Willie Shannon		Black and white, A4	two sides	0.07	0.07	0.00	
Development	Shetland College	Willie Shannon		Colour, A4	two sides	0.19	0.20	5.26	
Development	Shetland College	Willie Shannon		Black and white, A3	two sides	0.13	0.13	0.00	
Development	Shetland College	Willie Shannon		Colour, A3	two sides	0.35	0.36	2.86	

## Children's Services Redesign Programme - Briefing for Committee

The redesign projects contained in this briefing are specific to Children's Services, and are contained within the Councils Redesign Programme.

There are 4 redesign projects:

### 1. Emotional Wellbeing Project

Project scope: The project will take a whole systems approach to emotional wellbeing and resilience for children, young people and their families, and will link closely with other projects taking place regarding family support and community development in this area.

Project purpose: This project aims to tackle the impact of trauma, stress and adverse childhood experiences on children and young people, and consequently, the adults in the Shetland community. It will also look at introducing improved universal approaches to improving emotional wellbeing and resilience for all children.

Desired outcome: Prevention and early intervention which aims to reduce the impact for children and young people and families, and to improve their long term outcomes.

Financial consequences: A spend to save bid of £929,365 from Shetland Islands Council was successful, in 2018, for this 5 year project. With an aim to deliver over one million pounds worth of savings in the longer term (i.e. longer than the life of the project).

Progress position: The Emotional Wellbeing and Resilience project has appointed a programme manager and a project officer. They commenced in post on 7 January 2019. The communication and engagement plan is underway. The main relevant thematic partnerships in the Shetland Partnership have received presentations.

The Open project will facilitate the participation of young people as part of ensuring participation in the planning and delivery of the project objectives.

### 2. Early Learning and Childcare Project

Project scope: The Scottish Government has committed to fund the expansion of ELC, securing an increase in entitlement for each eligible child, from 600 hours to 1140 hours by 2020.

Project purpose: Capital projects to ensure ELC settings are prepared to deliver the extended provision, and increasing workforce to deliver the Scottish Government's commitments.

Desired outcome: Meet Scottish Government policy initiative/targets.

Financial consequences: The Scottish Government had committed ring fenced funding to meet increased capital and revenue costs of delivering the ELC expansion. However, from 2019/20 the Scottish Government have begun to subsume part of the previously announced ring fenced revenue funding into the General Revenue Grant.

Progress position: Registration week ran from 1 February 2019 to 8 February 2019 when parents register the place of choice for their pre-school child. There will be increased nursery provision at Cunningsburgh Primary School, Bells Brae Primary School, Sound Primary School and Baltasound Junior High School for the new term in Autumn 2019 as the phased programme of capital works are progressed. There is increased central support for early learning and childcare with one new Education Support Officer commenced in post and another will be in post shortly.

### **3. Children's Resources Project**

Project scope: To increase the number of high quality residential childcare placements in Shetland, for children and young people who are looked after and accommodated by the local authority.

Project purpose: The proposed development seeks to provide 4/5 additional residential care placements in Shetland in a purpose build residential children's home.

Desired outcome: Reduced numbers of looked after children accommodated out with Shetland. Improved performance for looked after children.

Financial consequences: The capital cost of the project is £870k, and once completed will generate recurring revenue savings of £263k per annum.

Progress position: A Full Business Case for Residential Childcare has been presented at Education and Families Committee on 4 February 2019, Policy and Resources Committee on 11 February 2019 and then Shetland Islands Council on 20 February 2019. Plans for a new residential childcare service have been developed in conjunction with Hjaltland Housing Association and, if approved, the building should be completed in late 2020.

### **4. Sustaining Education in Rural Communities Project**

Project scope: Survival and sustainability of island and rural settings.

Project purpose: To improve the educational and life chances of our children and young people. To remove the barriers to learning and improve children's outcomes, the collaborative seeks to build on the strengths of shared service development, create professional networks and deliver continuous professional development.

Desired outcome: Improved outcomes, better use of community space, and reduction of inequalities.

Financial consequences: Efficiency savings will be made through the development of this project.

Progress position: Strategic Outline Case to be developed, linked to Strategic Plans including Community Plan. The codes SRP06 Northern Alliance, SRP07 Closing the Attainment Gap and SRP08 Digital/ e-Schools will be combined and explored through the development of this project.

**Helen Budge**  
**Children's Services**



## Community Health and Social Care Redesign Programme - Briefing for Committee

The redesign projects contained in this briefing are specific to social care, and are contained within the Councils Redesign Programme.

There are four redesign projects:

### 1. Learning Disability Services.

Project scope: To review the Council funded service for adults with learning disability, autism and complex needs, and to include unpaid carers in the project.

Project purpose: ensure fair and equitable access to resource and service where eligible need has been assessed; ensure sustainable resource and service delivery in an area of demographic rise; and consider support for adults with assessed need not related to LD (e.g. acquired brain injury).

Desired outcome: Arrangements that meet eligible need; reduce inequality; support people to maintain and improve their own health and wellbeing and quality of life; meet base value objectives.

Financial consequences: To meet need and improve outcomes without growth in budget. The demographics mean that the client base is growing, and is predicted to continue growing over time.

Progress position: The first area of service being examined is short breaks and respite. The work has started. Families and users of the service have engaged with a facilitator over two pre-arranged sessions. Project Board meeting frequently to maintain pace. Next Project Board meeting will consider the outputs from the facilitated sessions.

### 2. Mental Health Services.

Project scope: To review and redesign the Council funded community mental health support services, provided from Annsbrae.

Project purpose: ensure that the service is effective, and that need is being appropriately met.

Desired outcome: reduce cost; more appropriate service provision leading to better outcomes for individuals and less reliance on services.

Financial consequences: £79K savings were identified through the review, which initially sought to find £200k. The remaining £121k unachieved savings target has been removed.

Progress position: an extensive piece of work has been carried out, which reported to the IJB-link below:

(<http://www.shetland.gov.uk/coins/viewSelectedDocument.asp?c=e%97%9De%92r%7E%87>)

### 3. Community Care Resources.

Project scope: to review how services are delivered across residential and care at home services for predominantly older people.

Project purpose: to support early intervention and preventative services; to further develop the objective of enabling people to live in their own home for as long as it is safe to do so.

Desired outcome: sustainable services across Shetland supporting people to be independent and able to live at home in the community.

Financial consequences: to restrict growth; to release cash savings; to cap future growth.

Progress position: Review completed. Strategic Outline Case presented to CMT. Investment required to transition from one model of delivery to a new state. Individual business cases being prepared for tests of change. Total investment sought is circa. £600k, to support tests of change, applications for funding are to be progressed.

#### **4. Community Area Structures.**

Project scope: to establish locality focus across Shetland.

Project purpose: to strengthen the cohesiveness of locality working across Shetland between health and social care, and to draw in the necessary enablers to support individuals to remain living in their communities.

Desired outcome: sustaining people to continue living in their communities and in their own homes.

Financial consequences: to support release of cash savings in services; to cap future growth.

Progress position: each locality has established multi-disciplinary ways of working, with regular case review meetings to support individual residents to remain in their communities. Work was undertaken within the Directorate management team to review options for localities, with the test of change being a challenge to localities to establish their working arrangements. This project underpins a number of initiatives where success will rely on a team approach and shared common goals, while recognising the uniqueness of each locality.

**Simon Bokor-Ingram**

**Director Community Health and Social Care**

## Development Services Redesign Programme - Briefing for Committee

The redesign projects contained in this report are led by Development Services, and are contained within the Councils Redesign Programme.

There are 5 redesign projects falling within the responsibility of the Director of Development, two of which are within the scope of the Development Committee:

### 1. Colleges Merger

Project scope:

Implementation of the merger of NAFC Marine Centre UHI, Shetland College UHI and Train Shetland into one new organisation as per the Full Business Case agreed by all parties in December 2018.

Project purpose:

Implementation of Colleges merger.

Desired outcome:

Efficient and effective delivery of tertiary education, research and training in Shetland, increasing the number of young people accessing learning and ensuring businesses have access to the skilled workforce they require and ensuring people in Shetland can reach their full potential.

Financial consequences:

Over the 5 year period modelled by the full business case, the proposed new college provides net savings to the Council of £12.2m

Progress position:

Implementation plan; funding bid for resources; Shadow board recruitment; and Project Manager recruitment are being progressed.

### 2. Outliers

Project scope:

To identify through benchmarking with other local authorities, where we have significant differences in service provision, and cost of service provision.

Project purpose:

To identify 'outliers'

Desired outcome:

To achieve best value service delivery.

Financial consequences:

This will be informed by the value of the 'outlier' service provision and whether there is a case to change the service delivery or how that service is provided.

Progress position:

Benchmarking information is currently being refreshed.

**The following projects fall within the remit of the Environment & Transport Committee and are included here for information.**

### 3. Internal Ferries

Project scope:

Sustainable funding secured for internal ferry services and exploration of fixed links as a viable alternative.

Project purpose:

To establish a means of ensuring revenue and capital funding is available to support the continued provision of inter-island ferry services and, where proven to be a viable alternative, the provision of fixed links.

Desired outcome:

Sustainable services providing transport links between the islands currently without fixed links.

Financial consequences:

£2.9m current shortfall in revenue funding, and £125m of unfunded future capital costs of inter-island ferry provision

Progress position:

- Shetland Transport Programme Board' has been formed to manage this and other Transport Projects
- Funding ask for Revenue and Capital, for next 3 years has been provided to Scottish Government and Transport Scotland as agreed. (Ferries Fair Funding Sounding Board meets regularly to pursue this matter with Government.)
- Matters are also being progressed through Inter-island Transport Group meetings with SG, TS, SIC, OIC, HiTrans and ZetTrans
- Outline Business Cases are being progressed for (i) Revenue costs (ii) Fair isle route (iii) Whalsay route
- Undertake a legal review of the options and scope the steps to, as described in the Scottish Ferries Plan, transfer the ferry operation to Scottish Government with no net detriment.
- Scope the revenue options that enable the ferry service to be delivered within the allocated budget.

### 4. Internal Air Services

Project scope:

Sustainable network of inter-island air services and supporting infrastructure

Project purpose:

To establish what is required in terms of a sustainable network of inter-island air services and supporting infrastructure in the longer term, and to make the case for fair funding for these services.

Desired outcome:

Sustainable system of inter-island air services which complements other transport systems, and which are fairly funded.

Financial consequences:

Current cost of inter - Island air service contract £988k. Plus operational revenue and Capital costs relating to infrastructure.

Progress position:

- Shetland Transport Programme Board' has been formed to manage this and other Transport Projects
- Inter-island Air Service OBC has been prepared, but is currently being reviewed to consider new information.
- Licensing of Island Airstrips, is being progressed to the same timeline

## **5. Bus Services**

### Project scope:

Best value review of Education, Public, and ASN and Social care Bus networks.

### Project purpose:

To identify best value provision of bus networks, and implement provision of these services, including contracts with transport providers.

### Desired outcome:

An affordable and sustainable system of bus services, both public and for schools and care groups, as required to meet needs and complement other transport systems, which best support our Community outcomes of reducing inequality and improving access to employment and education.

### Financial consequences:

The current cost of the bus network is £5.352m, made up of: Public Service £2.302m; Education Transport £2.342m; ASN & Social care Transport £0.708m.

### Progress position:

- A project structure and scope is currently being prepared, and will require external support to complete a Full Business Case proposal for these services.
- A one year extension to existing contracts has been required to accommodate this work moving start date from August 2019 to August 2020.

**Neil Grant**

**Director of Development Services**

## Infrastructure Services– Service Redesign Programme – Committee Briefing

The redesign projects contained in this briefing are specific to Infrastructure Services and Transport Planning Service, and are contained in the Council's Redesign Programme.

There are eight redesign projects:

### 1. Energy Efficiency Project

#### Project Team:

Lead: Mary Lisk, Team Leader - Carbon Management  
 Carl Symons, Acting Executive Manager Environment & Estate Operations  
 Steven Goodlad, Team Leader - Building Services  
 Lee Coutts, Team Leader - Marine Engineering  
 Andrew Inkster, Acting Executive Manager - Marine Infrastructure & Airports  
 Dave Hopwood, Team Leader - Operations & Engineering Superintendent  
 Colin Bragg, Team Leader - Waste Services

#### Project Scope:

Public buildings and ferry, tug, bus and car fleets.

#### Project Purpose:

Efficient and cost effective energy arrangements across Council assets.

#### Desired Outcome:

Reduction in energy costs and carbon production through:

- More focused Council estate, fewer buildings and other assets. Review Council estate needs and also carry out focussed energy audits of all assets to identify areas for improvement. These audits may show buildings which are not financially viable to improve and as such should be urgently disposed of. A rolling programme of energy focussed improvements can then be developed for the remainder of the estate.
- Better energy efficiency of assets; better insulation, smarter control systems, behavioural change, more efficient vehicles and fleet etc. Build on carbon projects to date by developing, costing, reviewing funding avenues and implementing new projects.
- Lower cost contracts for energy; electricity, oil and gas. Review all contract arrangements for energy (electricity, oil, district heating, LPG and water). Identify possible cost saving solution by tailoring contracts to suit wider market potential. This may include switching commercial suppliers and assessing benefits of using Procurement Scotland.
- Use of alternative energy sources where that reduces cost/carbon, wind, hydrogen etc. Carry out complete audit of all Council properties to identify potential of self-generation through use of small-scale renewables. Review on-site practicalities using existing installations as template. Review funding avenues and incentives available.
- Expanding the use of 'Energy Manager' system to be a 'one-stop shop' for all information (budget monitoring, project summary, monitoring and targeting) building by building.
- Review energy related procurement Council wide, to include both building design and minor item purchase. When purchasing or installing new or replacement energy related items, whole life costings and design standardisation should be two of the main guiding factors in the items procured. This will help to achieve ongoing maintenance savings as well as energy savings.

- Review financial benefit of extending payback period for Spend to Save energy projects to at least 10 years. This will ensure that more projects are brought forward that will achieve savings in the medium term.

#### Financial Consequences

The impact from rising electricity costs and the variability in oil prices makes it particularly difficult to set target monetary savings. However, quarterly reports will be produced providing information on annual budget positions and utility cost prices. The assessment of savings should be based on energy reduction potential and will be different for each energy source.

Budget setting does and will continue to attempt to bring in the impacts of energy efficiency projects going forward i.e. it will be part of the budget setting process. This will again require close co-ordination with Services and Managers.

#### Progress Position:

Numerous energy efficiency and renewable projects have been implemented to date, but this area of work needs to continue and expand based on buildings yet to be targeted and also the successful trial of solutions to date and their expansion throughout the estate. Taking projects forward requires initial planning, in some instances design works and then organisation to get the projects on the ground.

The 'Energy Manager Database' is the current software tool for holding all energy and cost information but as a tool it has not been used to its full extent. Therefore, part of the work of the Graduate Placement will be to ensure all information input is up to date and expanded, and then to provide targeted information to Services and Managers to provide them with clear information on energy use within their area.

In order to develop the programme, identify specific projects and update the software we would require to employ a graduate placement. The graduate placement will also assist in information gathering and assessment of procurement options in relation to both utility supply contracts and other relevant contracts (works etc).

The graduate placement will also be involved developing the programme of focussed audits through working with staff throughout the Council and potentially external consultants.

## **2. Waste Management & Recycling Project**

#### Project Team:

Lead - Colin Bragg, Team Leader - Waste Management  
 Carl Symons, Acting Executive Manager - Environment & Estate Operations  
 Steven Goodland, Team Leader - Building Services  
 Mary Lisk, Team Leader - Carbon Management

#### Project Scope:

All waste management including collection and disposal including recycling, waste to energy and landfill.

### Project Purpose:

Comprehensive long-term waste disposal strategy that includes cost effective household and commercial recycling (collection and disposal), cost effective and appropriate energy recovery from waste (in line with legislation and plant permits) and reducing waste to landfill (in line with national targets and legislation).

### Desired outcome:

Reduction in waste management costs and carbon production through:

- REDUCTION: Reducing the quantity of waste generated in Shetland (Waste Awareness and Prevention Activities);
- REUSE: Working with other organisations and groups to encourage solutions in the community for the reuse of materials (Waste Awareness and Prevention Activities);
- RECYCLING: Improving recycling rates and achieving maximum sales value on materials collected.
- RECOVERY: Cost effective and sustainable waste to energy operations. Identifying new and environmentally appropriate waste streams - and generating increased income via gate fees.
- LANDFILL: Reducing waste landfill.
- Cost effective and efficient waste collection and stewardship.

### Financial consequences:

Reduction in overall waste management and recycling budgets through increased income and operational efficiencies. Specific financial targets will be determined during further evaluation of options and opportunities.

### Progress position:

Having rolled out kerbside recycling across Shetland during 2018 a number of initiatives are now high on the agenda:

- Develop a business case for future of Energy Recovery Plant (ERP): explore various options in line with long-term Waste Management Strategy. This includes the identification of potential works required for long-term viability of the ERP within current and future local and national waste landscape. Taking account of known legislative changes and likely policy drivers (e.g. the potential impact of the forthcoming Biodegradable Municipal Waste to Landfill Ban);
- Identify and secure contracts/gate fees from new high income waste streams – to replace tonnages displaced via recycling (e.g Clinical Waste, Fish Waste, Agricultural Bale Wrap);
- Complete build of new Recycling Shed: add value to materials collected by ensuring separation of high quality recyclate prior to shipping and sale;
- Commercial recycling arrangements, charging and roll-out (on completion of Recycling Shed Summer 2019);
- Establish a Zero Waste Shetland Partnership. A community based asset approach to waste awareness and prevention activities - and means facilitate opportunities locally within the context of the Scottish Government's "Circular Economy" agenda, including potential funding; and
- Identify efficiencies in collection routes/arrangements following introduction of recycling for both households and businesses.



### **3. Scalloway Harbour and Small Ports Project**

#### Project Team:

Lead: Greg Maitland, Acting Executive Manager - Harbourmaster, Marine & Ferry Operations

Andrew Inkster, Acting Executive Manager - Marine Infrastructure & Airports

Ross Gordon, Team Leader - Harbourmaster

Kevin Main, Team Leader - Port & Marine Operations

#### Project Scope:

Scalloway Harbours and all other Council Ports and Harbours, other than the Port of Sullom Voe.

#### Project Purpose:

Appropriate developments in infrastructure, services and operational arrangements at Scalloway and small ports to cost effectively meet industry needs, including development of marketing plans and the disposal of surplus ex-foot passenger landing jetties.

#### Desired Outcome:

Cost effective and sustainable arrangements for Scalloway Harbour and the small ports which cover costs, generate income and access other funding support to meet users needs and promote further economic activity.

#### Financial consequences:

Move from a budget deficit on Scalloway/small port operations to break even, and then generate a surplus to support further investment.

Detailed financial projections and targets will be developed as the programme progresses.

#### Progress position:

- Scalloway Fishmarket redevelopment approved and currently being implemented with a projected completion in early 2020.
- Toft Pier Full Business Case expected to be reported to committee in March.
- Ex foot passenger landing jetty disposal approved by Council and awaiting implementation.
- Scalloway West Pier Strategic Business Case to be developed and report for Cycle 3 Council meetings in August/September 2019.
- Small boat landing crane pilot installations at Scalloway and Symbister to be completed in the coming weeks.
- Scalloway and small port marketing plan to be developed and reported for Cycle 3 Council meetings in August/September 2019.

### **4. Shetland Oil & Gas Hub Project**

#### Project Team:

Lead: John Smith, Director of Infrastructure Services

Andrew Inkster, Acting Executive Manager - Marine Infrastructure & Airports

Greg Maitland, Acting Executive Manager - Harbourmaster, Marine & Ferry Operations

David Hopwood, Team Leader - Operations & Engineering Superintendent

Kevin Main, Team Leader - Port & Marine Operations

Ross Gordon, Team Leader - Harbourmaster

#### Project Scope:

Sullom Voe Terminal (SVT), Port of Sullom Voe (PoSV), Shetland Gas Plant (SGP) and Scatsta Airport

Project Purpose:

Future proof arrangements around SVT, PoSV, SGP and associated activity to sustain and develop current activity and benefits to Shetland and the Council as a strategic hub for continued oil & gas processing and export operations and associated activity.

Desired outcome:

Secure long term arrangements for the safe operation and economic and financial significance of SVT, PoSV and SGP to Shetland.

Financial consequences:

Ensure that financial benefits to the Council from the Shetland Hub components are sustained for the long term.

Council surplus from SVT/SGP/Port Operations was £260k in 2015/16, which rose to £6.3m in 2017/18. A similar outturn is anticipated this year, and budgeted in 2019/20.

Progress position:

- Recent work on PoSV harbour charges and future proofing tug fleet and other infrastructure;
- Work with SVT and existing/potential customers around SVT future arrangements, further reporting anticipated May & August;
- Work with Total and existing/potential customers around SGP future arrangements, further reporting anticipated by March 2020;
- Consideration of Scatsa Airport options and opportunities, further reporting to be determined;
- Strategic business case on mooring boat future proofing by September 2018;
- Further consideration of tug future proofing and strategic business case by March 2020; and
- Review of tug jetty future proofing and full business case by March 2020.

## **5. Vehicle Fleet Review Project**

Project Team:

Lead: Ian Jeromson, Team Leader - Fleet Management

Carl Symons, Acting Executive Manager - Environment & Estate Operations

Andrew Inkster, Acting Executive Manager - Marine Infrastructure & Airports

Dave Coupe, Executive Manager - Roads

Project Scope:

All Council road vehicles, trucks, vans, cars, specialised plant, etc.

Project Purpose:

Using telematics data to improve efficiency and optimise costs e.g. turnover profiling, car pool schemes.

Desired outcome:

The Council has the optimum fleet of vehicles, managed and maintained efficiently to meet service delivery needs in the most cost effective way possible.

Financial consequences:

Effective management and reduction of overall fleet and associated costs. Detailed financial projections and targets to be developed as part of further activity.

Progress position:

- Navman vehicle information system installed across fleet;
- Fleet replacement profiled to ensure most efficient replacement timetables; and
- Pilot of pool car availability for cost effective and safer employee travel at work being conducted and evaluated.

The following projects fall within the remit of the Environment & Transport Committee but are already included under the Development Services above:

1. Internal Ferries
2. Internal Air Services
3. Bus Services

John Smith  
Director of Infrastructure Services